

MINISTRY OF PUBLIC  
SERVICE AND LABOR



# National Manpower survey Report

Volume 2



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## Foreword

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The Manpower Survey project has been initiated by the Ministry of Public Service and Labor (MIFOTRA) following a meeting of Ministers in charge of labor in East Africa Community (EAC) countries that took place in Kampala in 2006. The Manpower Survey has been implemented by the National Institute of Statistics of Rwanda in close collaboration with MIFOTRA. It has been funded by the Government of Rwanda.

The ultimate objective of the Manpower Survey is to establish a better understanding of the labour markets in the member countries of East African Community (EAC) as an essential prerequisite for implementing the Common Market Protocol in a successful and efficient manner.

The questionnaires of the Manpower survey were initially developed by the Regional Technical team composed of labour statisticians/economists from EAC member countries with the technical support of ILO. At National level, the questionnaires were reviewed by a team of national professionals from different organizations so as to introduce additions and or modifications in response to the national needs.

The manpower survey has numerous survey populations including Ministries and government institutions at central and local level, Private companies both formal and informal sectors, Non government organisations and Schools at all levels. For each selected establishments, two kinds of questionnaires were administered: the employer's questionnaire which was responded by the manager of the establishment and employees' questionnaires applied to a sample of employees from that establishment.

NISR is very grateful to all parties contributed to the successful implementation of the Manpower Survey. Special gratitude goes to the survey respondents who spare no efforts to cooperate with our field staff. Last but not least we hope that the survey results would serve their purposes.

**Yusuf MURANGWA**

**Director General of  
National Institute of Statistics of Rwanda (NISR)**

## Chapter 1: Background and Objectives of the Manpower Survey

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The Manpower Survey project was initiated by the Ministry of Public Service and Labour and the National Institute of Statistics following a meeting of Ministers in charge of labour in East Africa Community (EAC) countries that took place in Kampala in 2006. The objective of this meeting was to prepare a protocol of free labour movement in the region and the establishment of the common market Protocol (CMP). The meeting urged Partner States undertake a Manpower Survey to establish better understanding of their respective labour markets as essential prerequisite for implementing the CMP in a successful and efficient manner. For reasons of comparability it was agreed to conduct these national manpower surveys in a harmonised way in all EAC member states.

The Manpower Survey was to include the 6 following modules:

- Employers module
- Employees module
- Educational institutions modules
- Informal sector modules
- Unemployment for skilled persons module
- Diaspora module.

The objectives of the proposed survey were manyfold:

- (i) To determine the stock, characteristics and distribution of the Rwandan labour market by occupation, skill level, training needs, gender, age, etc;
- (ii) To determine the extent of non- or underutilisation of existing manpower (unemployment, underemployment) and the reasons thereof;
- (iii) To provide better understanding of Labour mobility, productivity, and elasticity aspects of Rwanda Labour Market
- (iv) To estimate the number of vacant posts (by occupation, skills requirements, location) within the different sectors of the economy and the reasons thereof;
- (v) To determine the future prospects for labour demand (by occupation, skills requirements, location) within the different sectors of the economy;
- (vi) To understand the hiring procedures and identify the problems accompanying them; and

(vii) To determine the quantity, adequacy and suitability of the current and projected future supply of skilled manpower by public and private institutions;

From 12 October 2011, five modules for the manpower survey were conducted:

1. **The Informal Sector Module:** The definition of Informal Sector in Rwanda was one of the deliverables of the Establishment Census conducted in 2011. Two criteria were then taken into consideration: Registration to Rwanda Revenue Authority and Modified Employment size<sup>1</sup>, see Establishment Census Report (NISR, 2011). In the informal sector the establishments with one working person are excluded.
  - 1.1 The first sub-module of the Informal sector module is the **Employer's sub-Module** to collect information on establishments
  - 1.2 The second sub-module is the **Employees' sub-Module** which provides detailed information on employees in the informal sector.
2. **The Formal Sector Module:** is to collect data on employers and employment in public and private establishments of the formal sector. Politicians, military and Police forces were not considered as employees. This module comprises also of two sub-modules:
  - 2.1 **The Employer's sub-module :** To collect information on Establishment characteristics , employment characteristics, total number of posts and number of filled posts, total gross remuneration, number and type of vacant posts and future manpower projections and staff development
  - 2.2 **The Employee sub-module:** To collect information of employees from the sampled public and private establishments in formal sector.
3. **The Education and training institutions module:** To collect information on labour, current and future enrolment and training output. It covers both Public and Private Institutions in Primary and Secondary Schools; Technical and Vocational Training Schools and Tertiary institutions / Universities.

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<sup>1</sup> Modified employment size; establishments with the size of 5+ workers PLUS establishments with the size of 1-4 workers under the condition that such small establishments are registered at RRA and maintain regular operational accounts

4. **The Diaspora module:** To collect information on the technical and entrepreneurial skills of Rwandans abroad as well as the likelihood, obstacles and opportunities to harness this potential.

The modules and sub-modules described above were organized into two groups and each group of module/sub-modules was to be conducted separately. Those are:

- (i) Establishment-based Manpower Survey, covering the four modules Employers, Employees, Education and Training, and informal sector modules;
- (ii) Web - based Diaspora Survey.

### ***1.1. Establishment-based Manpower Survey***

The establishment based survey took place at the establishments that were pre-selected using sampling techniques. Five distinct sampling frames have been used to select the establishment to be included in the survey.

Those are:

- (i) Civil servant census for Public Sector
- (ii) Establishment census of 2011 for private formal and informal Sector
- (iii) MINEDUC Schools database of Primary and secondary schools.
- (iv) Higher Type of learning institutions database from High Education Council (HEC)
- (v) TVET database from WDA for TVET schools.

#### **1.1.1. Employers (Formal sector) Module**

The Employer questionnaire was developed to collect data from public and private establishments in the formal sector. Formality in the private sector is defined, in this context and for this purpose, as establishments that are registered with RRA and have at least 5 workers or establishments with less than 5 workers under condition that they maintain regular accounts.

For private formal establishments a stratified random sampling method has been applied with regard to establishment's size and location (district). Given the small number of large and medium-sized

enterprises (30 and above employees), full coverage of these establishments has been made. The sampling rates for small (10-29 employees) and micro establishments (below 10 employees) are 50% and 10% respectively. The respondent for the employer questionnaire was generally the manager of the establishment. In addition to that, Human resource officers/Directors of Finance were appointed by the manager to respond to the specific questions included in the employer questionnaire. For ministries and affiliated institutions, the respondent to the employer questionnaire was the Director General / Permanent secretary or appropriate staff indicated by him/ her like Human resource officer or one of the directors.

#### **1.1.2. Employees (Formal sector) module**

For the employee module a two-stage random stratified sampling approach was adopted, i.e. employees from the sampled establishments were randomly selected.

In selected Cooperative that are formally registered only the employees were interviewed, not members. When the manager of the establishment is at the same time the owner he was not considered as employee.

#### **1.1.2. Education and Training Institutions Module**

For this module, an employer questionnaire was developed to collect information on labour, current and future enrolment and training output. It covers both Public and Private Institutions:

- (i) Primary and Secondary Schools;
- (ii) Technical and Vocational Training Schools;
- (iii) Tertiary institutions / Universities.

The respondent to this questionnaire in Primary, secondary and TVET schools was the Head Master. The selected employees responded to the employee questionnaire similar to the one used for formal establishments. With regard to the TVET, only those TVET institutions that are officially recognised by Workforce Development Authority (WDA) were considered.

For higher Type of learning institutions, every faculty was considered as a separate establishment and the dean of the faculty responded to the specific questions related to his faculty while other general questions were responded by the Rector. The employee questionnaires were administered to the

selected staff from the faculty. The support staffs of the faculty (who are not considered as faculty staff by the dean) were excluded.

## ***1.2. Rwandans in the Diaspora Module***

Due to spatial considerations, the Diaspora questionnaire must be administered as a web based questionnaire. The Diaspora questionnaire was developed to collect information on Rwandans living abroad. The link on questionnaire in three languages (English, French, Kinyarwanda) was posted on the website of Igihe, New times, NISR, MIFOTRA and MINAFFET. The publicity campaign was conducted in collaboration with MINAFFET through all embassies, Diaspora association and social networks (facebook, twitter). Nonetheless, only few responses were received.

## Chapter 2: Survey Methodology

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This chapter summarises the sampling procedure; Questionnaires design; Questionnaires validation; Recruitment and Training of field staff; Data collection; Coding; Data entry; Data validation and cleaning; Tabulation; and Survey reports.

### 2.1 Sampling Procedures

#### 2.1.1 Formal Sector

Four distinct universes have been identified: a- Private Business establishments which belong to formal sector; b-Public and private health facilities; c- Non-Governmental organizations; and Public/governmental institutions. Each universe was considered a major survey stratum from which an independent sample was selected. The same survey Employer and Employee questionnaires were administered to all strata. The sampling plan is detailed in the following:

##### **a- Formal Private Business Establishments**

The sample design is composed of two stages; the description of stage samples is given below:

- **First stage:** For formal private establishments, the stratification has been done according to 4 strata: Large establishments (>100 employees); Medium establishments (30-100 employees); small establishments (10-29 employees) and Micro (<10 employees).

The first stage sampling rate is 100% for the first and the second strata, while the third and forth strata have the sampling rate of 50% and 20% respectively. In addition to stratification by size, the administrative district was introduced as the second explicit stratifying variable where the same sampling rate was applied to all districts. An employer questionnaire was administered to each sample establishment where respondent was the head of such an establishment (the Manager) or any official designated by the manager.

- **Second stage:** The second stage is designed to select the employee sample from the establishments selected in the first stage sample. A question was included on the cover page of Employer questionnaire for the purpose of classifying employees, (in large , medium and small establishments) into three categories namely high skills (ISCO first digit 1 and 2), medium skilled (ISCO first digit 2-6) and low skills (remaining ISCO codes). From each above mentioned sample establishments, an independent employee sample was selected from each category such as 20% of employees were selected in large and medium establishments and 40% in small establishments. All employees of micro establishments were considered for the employee questionnaire.

For all above three size categories of establishments, the above mentioned sampling rates apply to all employee skill categories. If the result was not an integer the common rounding principles apply.

Field supervisors have been adequately trained on the procedure of selecting the simple systematic sample from each employee skill category.

In case of multi-branch enterprises a dummy sampling stage was introduced to select a sample of branches and a sample of employees within such branches. The sampling rates of the dummy stage and the employee stage were determined in such a way that the overall sampling rate (the product of sampling rates of the three stages) is 20%.

#### **b- Public and private health facilities**

- **First stage:** A unified frame of health establishments, irrespective of economic sector (private/public) was created from two sources: The Civil servant Census of public Sector, for public health establishments, and the Establishment Census for Private health establishments. A 50% sample was selected with equal probability from such combined frame. The economic sector (Public/private) was considered as explicit stratifying variable. Within each economic sector, the frame was sorted by administrative district so that with the systematic selection the geographic location will implicitly be considered as another stratifying variable.

An employer questionnaire was administered to the head of the health establishment.

- **Second stage:** The same procedure of business formal sector explained above was applied in the case of health establishments.

**c- Non-governmental organizations**

The 2011 Establishment Census represents the source of sampling frame of NGO's which have been sampled following exactly the same procedure as of the formal sector establishments.

**d- Public/governmental Institutions**

- **First stage:** The source of frame information is the 2011 Civil Servant Census, where public/governmental institutions were stratified into three strata: 1-Head offices and semi-autonomous organizations, 2- Branches of governmental institutions and 3- Local government authorities (Districts and Sectors). A certainty sample was selected from the first stratum and 50% sample was selected from the second and third strata. The sample selection was made with equal probability method (simple systematic) within each stratum. The frames of the three strata were sorted by district so as to insure the inclusion of implicit stratification of the establishments' geographic location with the systematic random selection. Employer questionnaires were administered to first and third stratum only, as the second stratum is merely branches affiliated to ministries or head offices.

- **Second stage:** The employees of the selected institutions in the first stage sample were stratified according to skill level into high medium and low skilled. A 10% systematic sample was selected from each skill stratum of the first institution stratum and 20% systematic sample was selected from each skill stratum of the second and third institution strata. The employee questionnaire was administered to the selected employee sample.

### **2.1.2 Informal Sector**

The frame information was extracted from the 2011 Establishment Census, where establishments with only one worker were exempted. A 10% systemic sample was selected from each District. Prior to selection, establishments of each district were sorted according to ISIC code so as to include Industry as an implicit stratifying variable. The employer questionnaire of informal sector was administered to the establishment owner/manager. Wherever the manager is not the owner he/she

was also eligible to employee questionnaire. Apart from the establishment owner, all workers were eligible to employment questionnaire.

### **2.1.3 Educational Institution**

The educational institutions in Rwanda have been stratified into three main strata:

- a- Primary and Secondary schools
- b- TVET
- c- Tertiary institutions and universities

A different sampling procedure has been applied to each stratum. The following subsections describe the sampling design of educational institutions

#### **a- Primary and Secondary Schools**

The sample was selected in two stages, where the headmasters/ directors of the first stage school sample were eligible to employer questionnaire. While the second stage sample was designed for the purpose of selecting a sample of employee (teachers and others) from the selected school in the first stage.

- **First stage:** A 10% sample of primary and secondary schools were selected from the school frame that was stratified by cross-stratifying variables: school level (primary and secondary) and administrative District. Hence a simple stratified sampling technique was applied. Furthermore, the frame of each substratum was sorted by school type (public/private) and size (total number of staff). Thus, with the systematic selection an implicit stratification of those two variables would be introduced.

- **Second stage:** The staff members, of each school selected in the first stage sample, were categorized into three skill categories: high, medium and low, using ISCO codes as explained above, where a 20% sample was selected from each category. An equal selection probability was applied using a systematic selection method. The employee questionnaire was administered to each person selected in the sample

**b- TVET**

- **First stage:** A sample of 50% of TVET was selected with equal probability (systematic). Prior to selection the sampling frame was stratified by administrative district. In addition the sampling frame of each district was sorted by school type (Private/Public). Hence with systematic selection this variable will be implicitly considered as an additional stratifying variable. The employer questionnaire was applied to headmasters/directors of such TVET schools.
- **Second stage:** The staff members, of each TVET school selected in the first stage sample, were categorized into three skill categories: high, medium and low, using ISCO codes as explained above, where a 40% sample was selected from each category. An equal selection probability was applied using a systematic selection method. The employee questionnaire was applied to each person selected in the sample

**c- Tertiary Education**

- **First stage:** All tertiary educational institutions and universities (with each faculty considered as a separate unit) was covered in the first stage, where a single employer questionnaire was completed by the faculty with the assistance of the university administration. As such, the first stage is a certainty sample.
- **Second stage:** The staff members, of each faculty/institute selected in the first stage sample was categorized into three skill categories: high, medium and low, using ISCO codes as explained above, where a 20% sample was selected from each category. An equal selection probability was applied using a systematic selection method. The employee questionnaire was administered to each person selected in the sample.

## 2.1.4 Weighting and Estimation

### a- Weighting

- **Employer Modules:** In order for the sample estimates from the Manpower Survey to be representative of the population of organizations and establishments, it is necessary to multiply the data by a sampling weight, or expansion factor. The basic weight for each sample establishment would be equal to the inverse of its probability of selection. After calculating the weights in a spreadsheet file they have been merged to the data file of respective module. The tabulation programs have weighed the data automatically.

For the establishments/institution in the list frame included in the Manpower Survey sample with certainty, the probability of selection and corresponding basic weight would be equal to 1, since these establishments are self-representing. A stratified one-stage sample design is used for selecting the establishments in any non-certainty strata, so the probability of selection (or sampling rate) is defined as follows:

$$p_h = \frac{n_h}{N_h},$$

Where:

$n_h$  = number of sample establishments/ institutions in the manpower sample of stratum  $h$

$N_h$  = total number of establishments in the frame from which the sample was selected for Stratum  $h$

The basic weight for the sample establishments in each stratum is the inverse of this probability of selection, and can be expressed as follows:

$$W_h = \frac{N_h}{n_h}$$

It is important to adjust the basic weights to take into account the non-response rate within each stratum, including the certainty strata. The weights should be adjusted for non-interviews as follows:

$$W'_h = W_h \times \frac{n'_h}{n''_h}$$

Where:

$W'_h$  = adjusted weight for the establishments in stratum h

$n'_h$  = number of valid sample establishments selected in stratum h

$n''_h$  = number of establishments with completed interviews in stratum h

- **Employee modules:** The employee samples were selected in two stages in all subpopulations of the survey with the exception of informal sector where all employees of the establishments selected in the first stage sample were surveyed (certainty second-stage sample). In some cases of the Formal sector subpopulations, a dummy sampling stage was introduced to select a sample of branches from the multi-branch enterprises. Thus:

The overall selection probability of an employee  $P_{ijh} = P_{jh}^1 \cdot P_{jh}^2 \cdot P_{ijh}^3$ , where:

$P_{ijh}$  is the probability of selecting the ith employee from the jth establishment in the stratum h.

where h is combination of establishment strata and employee strata

$P_{jh}^1$  is the probability of selecting the jth establishment from stratum h, where h is the establishment stratum

$P_{jh}^2$  is the dummy stage of selecting a sample of branches from, the jth enterprise, if applicable

$P_{ijh}^3$  is the conditional probability of selecting the ith employee given selecting the jth establishment from stratum h

The basic weight for the sample employee in each stratum is the inverse of this probability of selection, and can be expressed as follows:

$$W_{ijh} = 1 / P_{ijh}$$

It is important to adjust the basic weights to take into account the non-response rate within each stratum, including the certainty strata. The weights should be adjusted for non-interviews as follows:

$$W_{ijh} = W_{ijh} \frac{n_{jh}}{n''_{jh}}$$

where:

$W_{ijh}$  = adjusted weight for the  $i$ th employee in  $j$ th establishment in stratum  $h$

$n'_{jh}$  = number of valid sample employee in  $j$ th establishment in stratum  $h$

$n''_{jh}$  = number of sample employee with completed interviews in stratum  $h$

## b- Estimation

- **Types of Survey Estimates**

The most common survey estimates to be calculated from the Manpower Survey are in the form of totals and ratios. The survey estimate of a weighted total can be expressed as follows:

$$\hat{Y} = \sum_h \sum_i \sum_j W_{ijh} \times y_{hij}$$

This weighted total of variable  $y$  is summed across the sample establishments in all strata included in the domain of tabulation.

The survey estimate of a ratio is defined as follows:

$$\hat{R} = \frac{\hat{Y}}{\hat{X}},$$

Where  $\hat{Y}$  and  $\hat{X}$  are estimates of totals for variables  $y$  and  $x$ , respectively, calculated as specified previously.

The survey estimates of means and proportions are special types of ratios. In the case of the mean, the variable  $x$ , in the denominator of the ratio, is defined to equal 1 for each sample establishment so that the denominator is the sum of the weights. In the case of a proportion, the variable  $x$  in the denominator is also defined to equal 1 for all elements; the variable  $y$  in

the numerator is binomial and is defined to equal either 0 or 1, depending on the absence or presence, respectively, of a specified characteristic for each sample establishment/employee.

- **Calculation of Sampling Errors**

In the publication of the results from the Manpower Survey, it is important to include a statement on the accuracy of the sample estimates. In addition to presenting tables with calculated sampling errors for the most important survey estimates (Annex 1), the different sources of non sampling error should be described.

The standard error, or square root of the variance, is used to measure the sampling error, although it may also include a small part of the no sampling error. The variance estimator should take into account the different aspects of the sample design, such as the stratification and clustering. Programs available for calculating the variances for sample estimates from stratified sample designs such as those for the Manpower Survey are the Complex Samples module of SPSS and STATA. These software packages can be used to calculate the variances of totals, means, proportions and other ratios. They produce subpopulation estimates for each category of a classification variable, and these variables can be cross-classified. For each estimate, these software packages tabulate the standard error, coefficient of variation (CV), 95 percent confidence interval and the design effect (DEFF). Both Stata and the Complex Samples module of SPSS use a linearized Taylor-series variance estimator.

In order to use SPSS and STATA software, each record in the data file should include fields for the stratum and cluster codes, the weight and first-stage sampling rate, in addition to the classification and analysis variables that are required for the particular analysis. The classification variables are used to produce subpopulation estimates for all their respective categories. The analysis variables are generally count variables, which are equal to 1 if the unit has a certain characteristic and 0 otherwise, few analysis variables are continuous.

The formula for the variance of the survey estimate of a total used by SPSS Complex Samples can be expressed as follows:

### Variance Estimator of a Total

$$V(\hat{Y}) = \sum_{h=1}^L \left[ (1 - f_h) \times \frac{n_h}{n_h - 1} \sum_{j=1}^{n_h} \left( \hat{Y}_{hj} - \frac{\hat{Y}_h}{n_h} \right)^2 \right],$$

Where:

$\hat{Y}_{hj} = \sum_j \sum_i W_{hij} \times y_{hij}$  = weighted value of variable y for the i-th sample Establishment/  
Employee in stratum h

$\hat{Y}_h = \sum_{i=1}^{n_h} \hat{Y}_{hi}$  = weighted total of variable y for stratum h

$f_h = \frac{n_h}{N_h}$  = first stage sampling fraction for stratum h

L = number of strata

The expression  $(1-f_h)$  is the finite population correction factor based on the sampling rate for stratum h. In the case of the certainty strata, since  $n_h = N_h$ , the sampling rate  $f_h$  is equal to 1, so the corresponding finite population correction factor is equal to zero; as a result the variance component for the certainty strata is correctly calculated as zero. It is important to include the data from the certainty strata in the data file in order to obtain the combined estimates from all strata. The certainty strata generally contribute a large amount to the total estimate but have a zero variance, thus lowering the coefficients of variation for combined estimates from all strata.

The variance estimator of a ratio used by Complex Samples module of SPSS can be expressed as follows:

### Variance Estimator of a Ratio

$$V(\hat{R}) = \frac{1}{\hat{X}^2} \left[ V(\hat{Y}) + \hat{R}^2 V(\hat{X}) - 2 \hat{R} COV(\hat{X}, \hat{Y}) \right],$$

Where:

$$COV(\hat{X}, \hat{Y}) = \sum_{h=1}^L \left[ (1 - f_h) \times \frac{n_h}{n_h - 1} \sum_{i=1}^{n_h} \left( \hat{X}_{hi} - \frac{\hat{X}_h}{n_h} \right) \left( \hat{Y}_{hi} - \frac{\hat{Y}_h}{n_h} \right) \right]$$

$V(\hat{Y})$  and  $V(\hat{X})$  are calculated according to the formula for the variance of a total.

## 2.2 Response Rates

Table 2.2.1 below shows the response rates for the several modules applied in the Manpower Survey

**Table 2.2.1 Response rates**

Module	Designed Sample	Eligible cases	Responses	Response rate %
Employer, Formal Sector	2607	1734	1596	92%
Employee, Formal Sector	19052	19052	17345	91%
Employer, Informal Sector	2558	1813	1664	92%
Employee, Informal Sector	4147	4147	4012	97%
Education, Employer	509	509	505	99%
Education, Employees	2983	2983	2863	96%

Clearly the response level of a survey of this nature is very high, it ranges from 91% for Formal sector employee to 99% for Employers in educational organizations.

## **2.3 Questionnaire design**

The questionnaires of Manpower survey were initially developed by the Regional technical working group at EAC level. The Regional technical working group was composed of officials from all countries, members of EAC, and each country was represented by at least two persons: One from the Statistical Bureau and other from the Ministry that has Labour in its attribution. During different meetings, participants, with the support of ILO, have agreed on the content of the questionnaire for each module. For the sake of comparability core questionnaires have been agreed upon by all member countries. However each country was allowed to add specific questions according to its specific needs. In the questionnaires, the specific questions to the countries are marked by inscription "Option". See Annex II for Informal sector questionnaires

## **2.4 Questionnaire validation**

At the National level, in addition to core questions agreed on at regional level, some questions suggested by different Ministries and government institutions were added. A three-day meeting for the validation of the questionnaire took place in Musanze from 17th to 19th August 2012. In that meeting the following institutions were represented: National Institute of Statistics of Rwanda (NISR), Ministry of Public Service and Labour (MIFOTRA), Ministry of Commerce and Industry (MINICOM), Ministry of Education (MINEDUC), Private Sector Federation (PSF), Workforce Development Authority (WDA) and Kigali Institute of Education (KIE). During that meeting participants went through all questionnaires checking the formulation of questions and their modalities and they suggested improvements that were introduced in the final version of the questionnaires.

## **2.5 Recruitment and training of field staff**

The advertisement for the recruitment of Manpower survey fieldworkers was published in the popular newspaper of Rwanda (Imvaho nshya). The number of applicants reached 4636, where 2150 were shortlisted for written exam. The selection for shortlisters was based on a number of criteria like the level of education, and experience in data collection. The shortlisted candidates sat for a written exam and 252 were qualified.

The Training of Trainers (TOT) which preceded interviewers' training took place from 19<sup>th</sup> to 23<sup>rd</sup> September 2011. The trainers were selected staff from the National Institute of Statistics of Rwanda (NISR), Ministry of Public Service and Labour, Workforce Development Authority and High Education

Concil. The training covered the interview techniques, questionnaires explanation question by question, fieldwork organisation, and sampling techniques to be used for the second stage sample selection.

The training of interviewers took place in the period from 3<sup>rd</sup> to 11<sup>th</sup> October. It was attended by 241 participants who were judged qualified in a written recruitment exam. The trainers were selected from the capable employees of (NISR) who had attended the training of trainers program.

During the training workshop, trainees were taught interview techniques and they had the opportunity to practice what they learned through role playing.

Trainees were divided into 8 teams, each teams followed up by two supervisors to control their regular attendance and their performance.

Based on an evaluation test given after the training, 215 field workers were recruited. The trainees who obtained higher score were appointed as Team leaders and field editors.

## **2.6 Pre-test**

Following the training of trainers program, the pre-test was undertaken in Kigali from 26th to 27th September. The key objectives of the pre-test were to test the procedures of data collection and completing survey questionnaires. The survey management has received feed backs from the field teams which have been accounted for in the main field work.

## **2.7. Data collection**

The data collection started on 12/10/2011 with the education module, first in 6 districts and then in 24 remaining district. The data collection of education module ended on 28/10/2011. After the education module is completed, the data collection was extended to the 3 other modules: employers' module, employees' module, and informal sector module. A total of 30 teams of 5 interviewers, 1 field editor, 1 Team Leader and 1 driver were responsible for data collection. The Team Leader responsibility includes organizing team activity and assign the task to every interviewer and field editor on a daily basis and checking some completed questionnaires before sending them to the field supervisor. The field editor checked each and every questionnaire and edit or correct it if necessary. Uncompleted questionnaires were returned to the interviewer in order to complete them correctly. The field was

supervised by 15 field supervisors, each in charge of 2 data collection teams. Field Supervisors were responsible for the second stage sampling and questionnaire cross-checking before leaving the working spots. Data quality have been monitored throughout the data collection period by holding daily meetings by Team Leaders and Supervisors at the evening to review progress, address any emerging problems that would have been faced by any of the team member and prepare the work for the next day. There have been regular telephone communications between field supervisors, team leaders, editors and interviewer on one hand, and between the Supervisors and the Coordination team on the other so as to update on the progress and sort out any emerging problems. The Survey Coordinator followed up the progress of the field work through weekly meeting with assistants coordinator and all supervisors. Coordination team visited regularly teams on the field to monitor the work progress and sort out any technical and administratives problems.

All districts have been covered in the first phase of the field work before 26th of January 2012. However due to the non-response of some establishments for several reasons and of some employees in several establishments another phase of the field work was launched during the period 6<sup>th</sup> to 17<sup>th</sup> February in the City of Kigali and from 27<sup>th</sup> February to 3<sup>rd</sup> March 2012 in all other districts

## ***2.8 Coding***

After data collection is completed, the next stage was coding. In total 36 people were selected and trained for a period of 8 days to perform that activity.

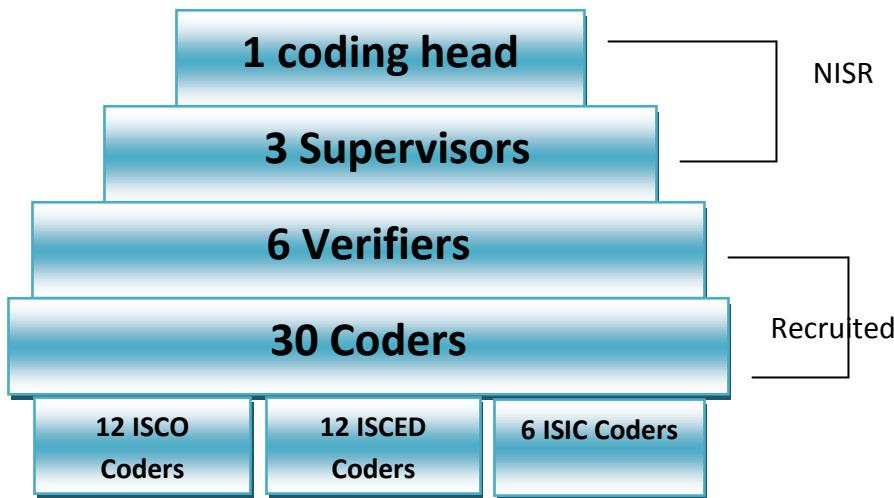
The training included:

1. International Standard Industrial Classification of all economic activity (ISIC-2008)
2. International Standard Classification of Occupations (ISCO-2008)
3. International Standard Classification of Education (ISCED)

The training program was followed by an evaluation test. Trainees who have scored better were appointed as verifiers.

The coding process was organized in teams and each team has 6 persons: 2 coders for ISCO, 2 coders for ISCED, 1 coder for ISIC and 1 verifier. The teams were supervised by 3 staff from NISR who were working closely with verifiers to resolve any technical or others administrative issues.

The figure below show the organization of the coding activity



Around 28,027 questionnaires have been coded. The coding activity has been completed in April 2012.

## **2.9 Data entry**

In total 33 people were selected and trained for more than a week (from 30 December 2011 to 9 January 2012) to perform the data entry activity. The data entry started on 10<sup>th</sup> January 2012 and continued for about three months.

The data entry program for each module was developed using CsPro. The program includes some key information on establishments like Unique identifier, geographical location, as a lookup file. This helped in controlling data entry errors in key variables.

## **2.10 Data validation and cleaning**

The data cleaning of the Manpower Survey data sets started on 23 March 2012. The initial data cleaning was in most cases about identifying duplications and wrong code in ISCO, ISIC and ISCED. The second phase of data cleaning was done by looking into each variable and by checking consistency between variables during the tabulation activity.

## **2.11 Tabulation**

Statistical tabulations have been produced for each and every question in survey questionnaires. For the purpose of extracting the tables the data sets have been organized in such a way that :

A set of tables have been produced for Formal Sector employers, including Public/governmental sector, NGO's, and Private and public Health institutions. The classifying variable in most tables is the activity sector( Public, Private enterprises, Health and NGO);

A similar set of tables have been produced for formal sector employees using the same classifying variable as indicated above;

The third set of tables have been produced for Informal sector employers, using province as classifying variable in most cases;

The fourth set of tables have been produced for Informal Sector employees, using province as classifying variable in most cases

The fifth set of tables have been produced for Employers of Educational institutions , using the level of education as classifying variable in most cases (Primary, Secondary, Tertiary and TTVT)

The sixth set of tables have been produced for employees in educational institutions using the level of education as classifying variable.

## Chapter 3: Summary results

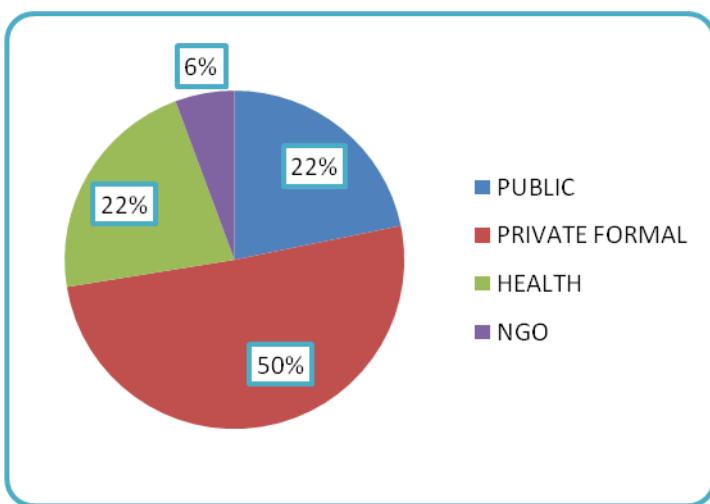
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### 3.4. Formal Sector Employees

#### A. General personal information

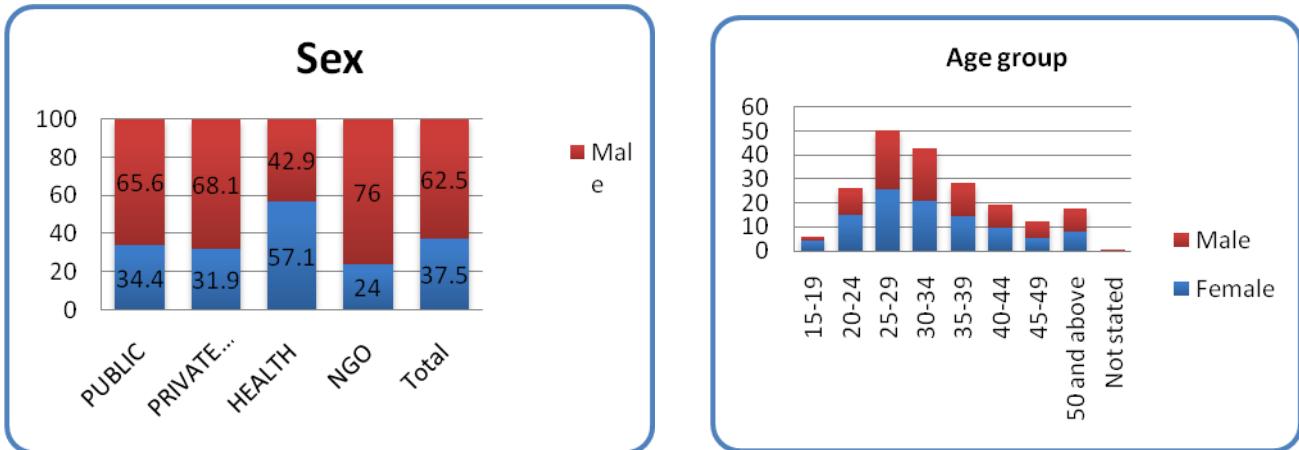
- The total size of implemented sample amounts to 17345 employees, about a half of them belongs to private businesses. While the samples of public/ government organizations and health institutions are in the same vicinity (20 percent of total sample), the NGO's sample represents only 5.7 percent of the whole sample.

**Graph 4. 1: Percent distribution of sampled employee by activity sector**



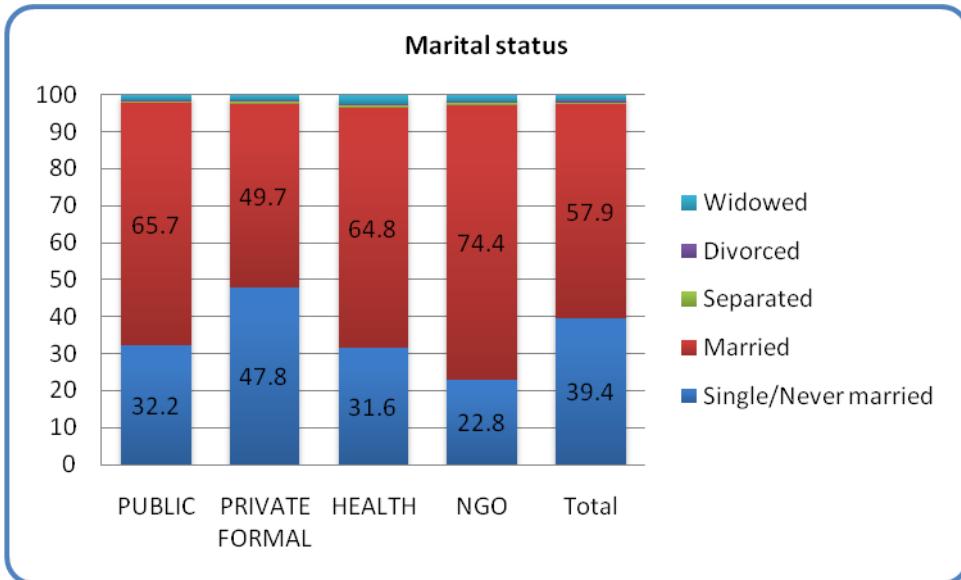
- In total, only about 37.5 percent of respondents are females. The prevalence of females is highest (57.1 percent) at health institutions and lowest at NGO's (24.0 percent). The majority of employees (60 percent) are aged between 20 and 34. While the very young employees represent only 2.7 percent and employees aged 50 and above amount to 3.7 percent of the whole sample. Generally, the female age structure indicates younger female employee population compared to males.

**Graph 4. 2: Percent distribution of employees by sex according to activity sector and age group**



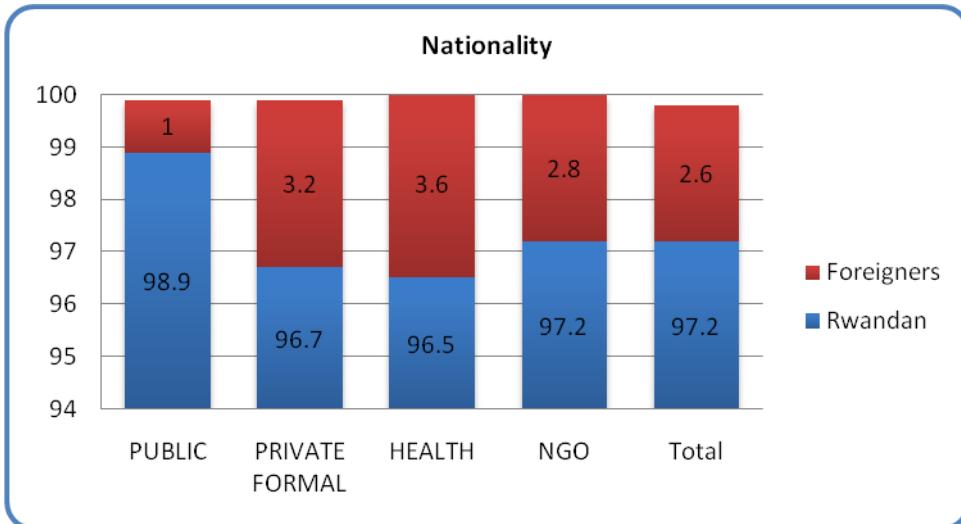
- More than a half (57.9 percent) of respondents is currently married, while never married (single) amounts to 39.4 percent. The marital structure shows some variation over activity sector categories: where for private businesses the relative sizes of currently married (49.7 percent) persons is nearly of the same magnitude as of never married (47.8 percent), the percentage of married is much higher and the percentage of never married is much lower for other activity sector categories

**Graph 4. 3: Percentage distribution of employees by marital status according to activity sector**



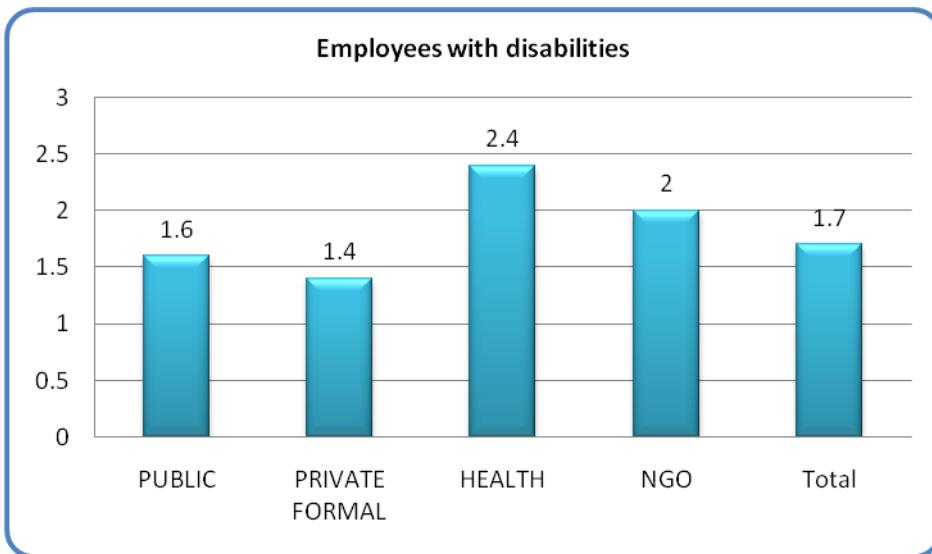
- The overwhelming majority (97.2 percent) of employees are of Rwandan nationality irrespective of the activity sector category.

**Graph 4. 4: Percentage distribution of employees by nationality, according to activity sector**



- The prevalence of disability among employees of formal units is as low as 1.7 percent: it is highest for health institutions (2.4 percent) and lowest for private businesses (1.4 percent). Physical disability, particularly related to limbs, is the most prevalent type (71.3 percent).

**Graph 4. 5: Percentage of employees by whether they have disability or not, according to activity sector**

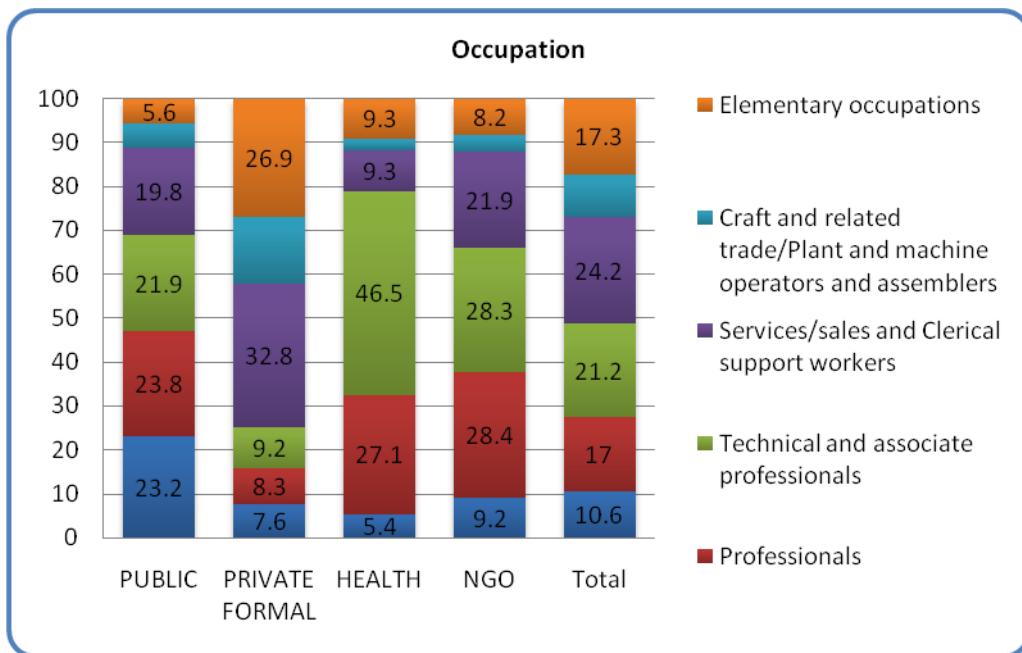


## B. Nature of current employment

- The occupational structure of employees working for formal sector units reveals that about 21.2 percent of employees are technical and associate professionals, 17.7 percent are services and sales workers, 17.3 percent are of elementary occupations and 10.6 are managers. The occupational structure varies to large extent with activity sector categories: While for government/ public organizations employees concentrate on the occupations of managers (23.2

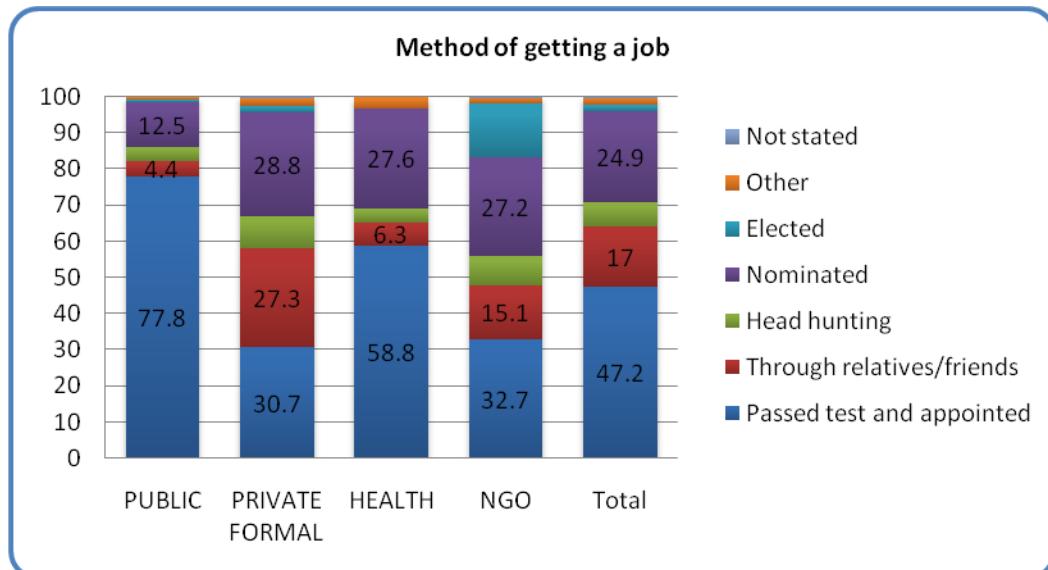
percent); professionals (23.8 percent) and technical and associate professionals (21.9 percent); most employees of private businesses are basically of elementary occupations (26.9 percent) or working as services and sales workers (25.3 percent), whereas for health institutions a little below a half of employees (46.5 percent) are technical and associate professionals and more than a quarter of them (27.1 percent) are professionals. As far NGO's are concerned, employees concentrate on the occupations of professionals (28.4 percent), technical and associate professionals (28.3 percent) and services and sales workers (16.4 percent). In general, the big majority of employees are permanent workers (88.4 percent), temporary and daily workers amount respectively to 5.6 percent and 4.6 percent. The distribution of employees according to the nature of employment contract shows slight variation over activity sector categories.

**Graph 4. 6: Percent distribution of employee by occupation according to activity sector**



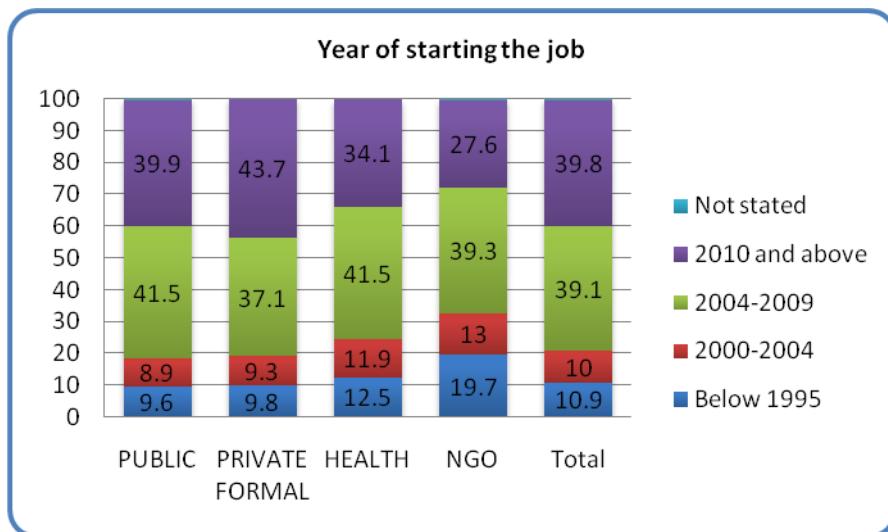
- The most common method to obtain a job in the formal sector units is passing a test and get appointed (almost about 47.2 percent of employees have experienced this method), followed by nomination by higher authority (24.9 percent) and through relatives or friends (17.0 percent). These three methods of job hunting are common over activity sector categories though they have different values from a category to another.

**Graph 4. 7: Percent distribution of employees by the method followed to get a job, according to activity sector**



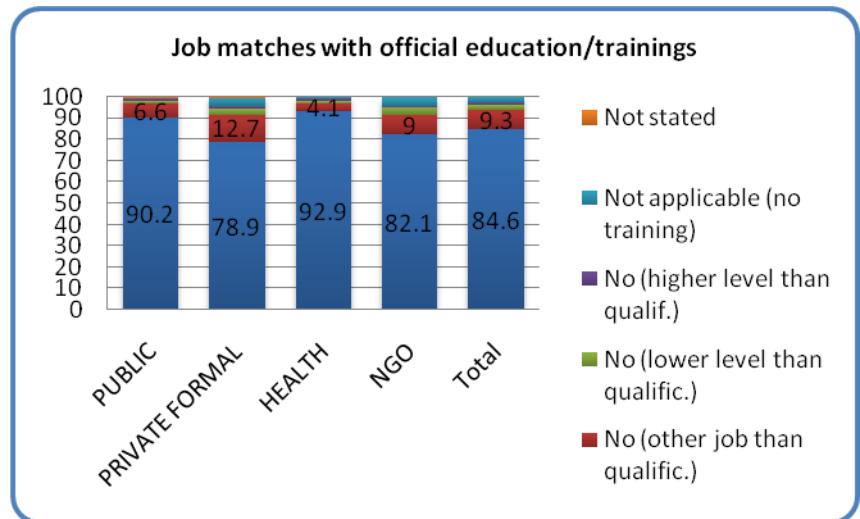
- A big majority of employees (88.9 percent) started working for their present unit from the year of 2000 and onward. Generally, there is an increasing trend over years, in the percentage of employees who started working in the present unit for the first time. No substantial variation over activity sector is noticed.

**Graph 4. 8: Percentage distribution of employee by the year of starting the job, according to activity sector**



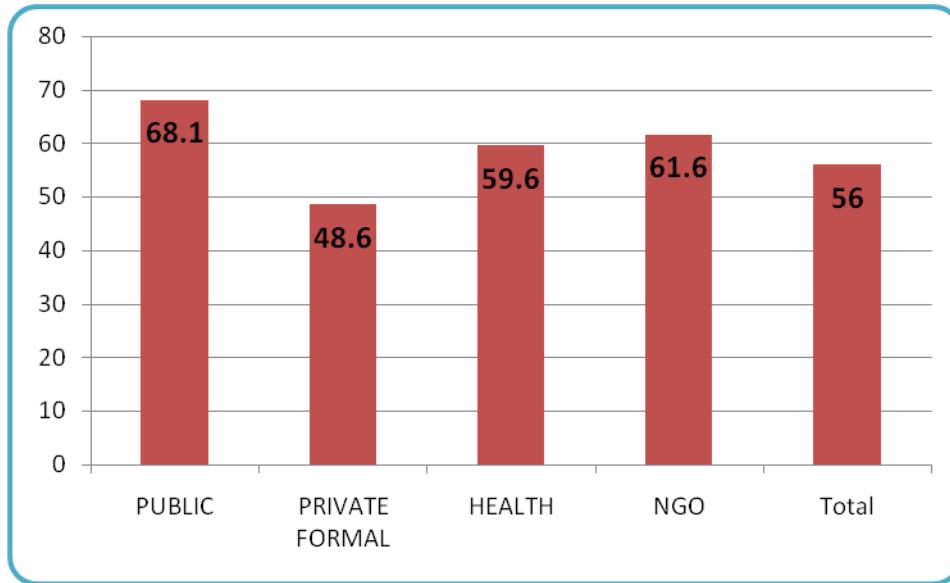
- Employees were asked whether their current job matches their official education/training. Most employees perceived a proper match between their job and education (84.6 percent). The percent reporting a proper match is highest (92.2 percent) in health institutions and lowest (78.9 percent) in private businesses

**Graph 4. 9: Percentage distribution of employee by whether their current job matches their official education/trainings, according to activity sector**



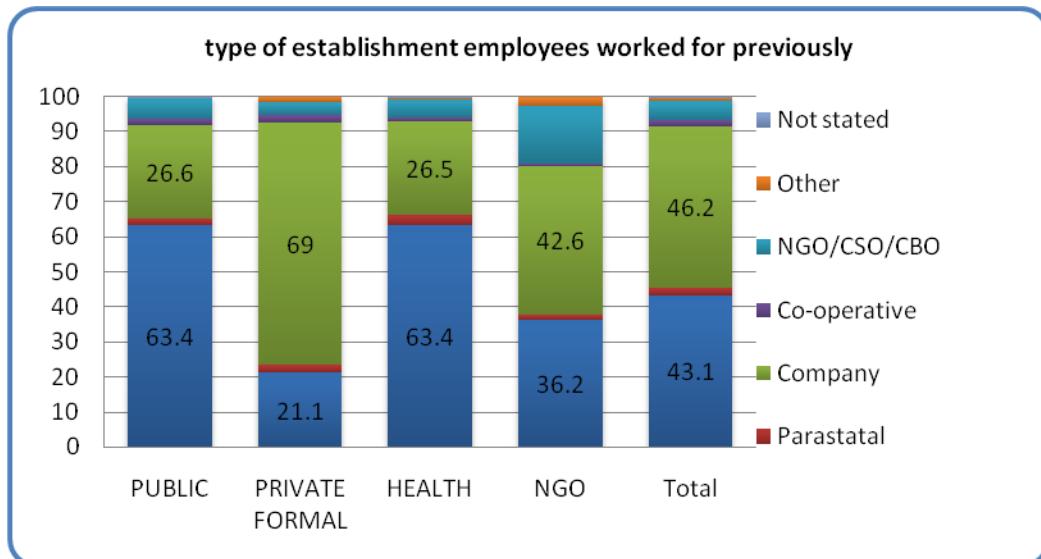
- About 56 percent of employees have had a previous job different from the current one after reaching 15 years of age. The percentage of such employees ranges from 48.6 percent for those working in private businesses to 68.1 percent for those working in public/government organizations.

**Graph 4. 10: Percentage of employees who previously worked in other establishment**



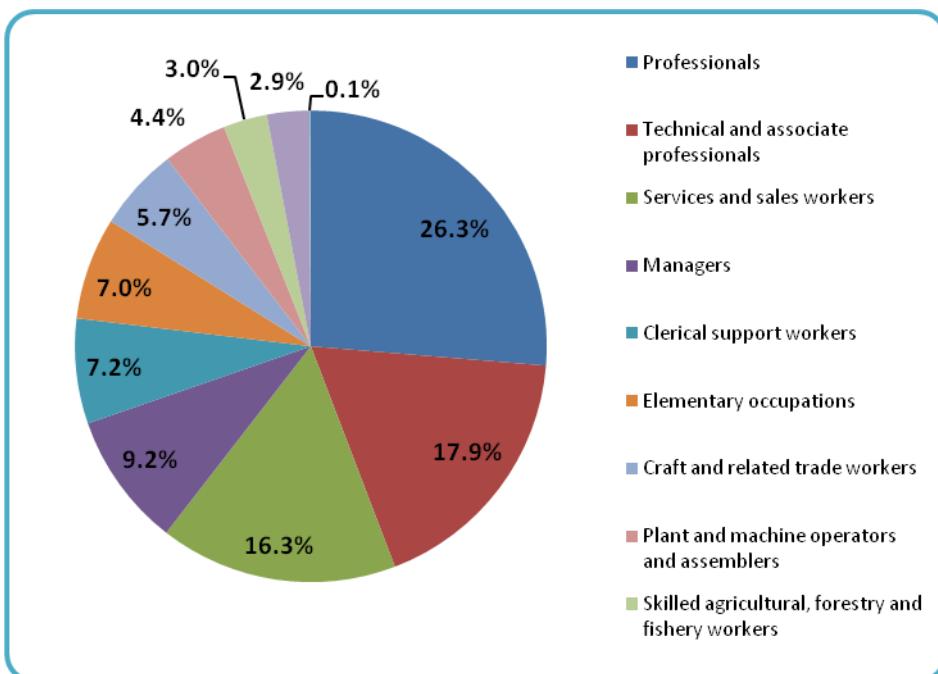
- The type of establishment previously worked for is mostly either a company (46.2 percent) or ministry/public institutions (43.1 percent). These two major types of previous establishments are common for all activity sector categories but with, to somewhat, varying levels between a category and another.

**Graph 4. 11: Percentage distribution of employees who worked in other establishment before by the type of establishments they previously worked for, according to activity sector**



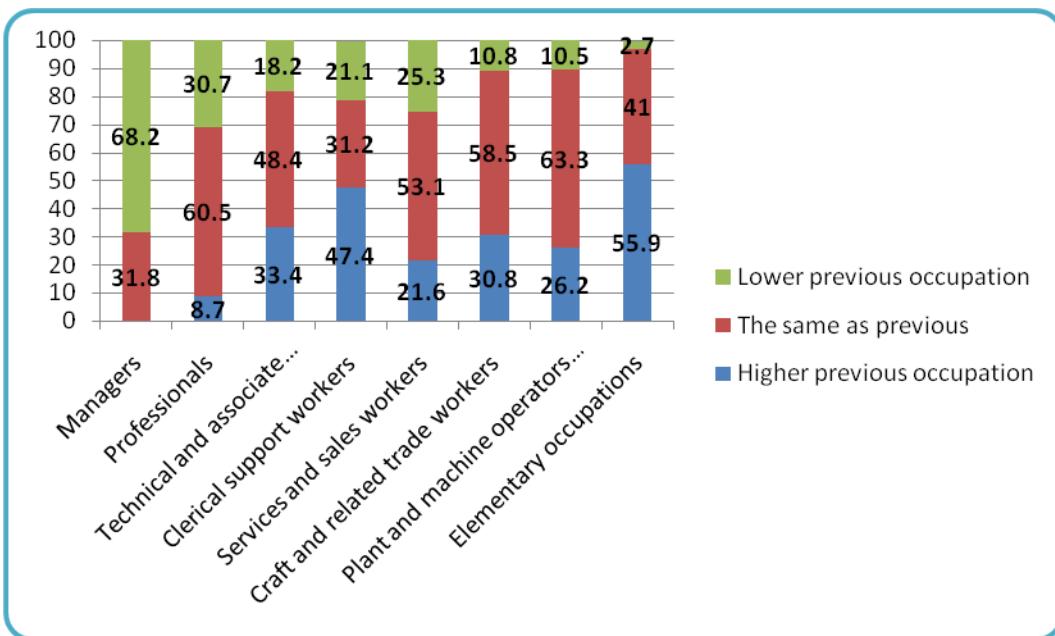
- The previous occupational structure of employees who previously worked for other establishments shows higher prevalence of professionals (26.3 percent), technical and associate professionals (17.9 percent), services and sales workers (16.3 percent) and managers (9.2 percent) compared to other occupational categories. The previous occupational structure of employees in private businesses is somewhat different from those of other categories of activity sector.

**Graph 4. 12: Percentage of employees who worked in other establishment before by their occupation in establishment they previously worked for, according to activity sector**



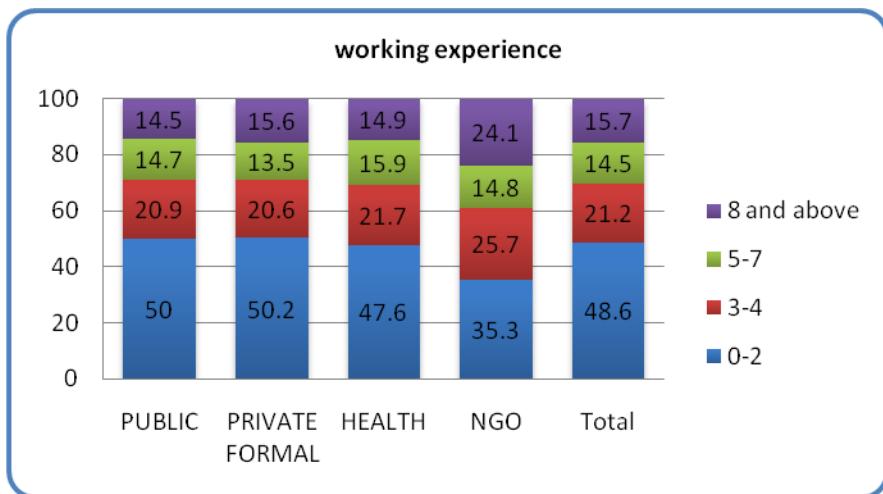
- As far as occupational mobility is concerned, it has been found that 68.2 percent of presently managers were moving from lower occupational categories in their previous establishment; About 39.4 percent of presently professionals were moving from other occupations , mostly lower, in their previous establishments; about 51.6 percent of presently technical or associate professional were moving from other occupations , mostly higher, in their previous establishments; about 68.5 percent of presently clerical and support workers were moving from other occupations, mostly higher, in their previous establishments; about 46.9 percent of presently services and sales workers were moving from other occupation categories, whether higher or lower, in their previous establishments; about 41.6 percent of presently craft and related trade workers were moving from higher occupational categories in their previous establishments; about 36.7 percent of presently plant and machine operators and assemblers were moving from other occupational categories ,mostly higher, in their previous establishments and finally about 58.6 of presently engaged in elementary occupations were moving from other occupations , mostly higher, in their previous establishments.

**Graph 4. 13: Percentage distribution of employees by their current occupation according to the positions of previous occupations compared to the current one**



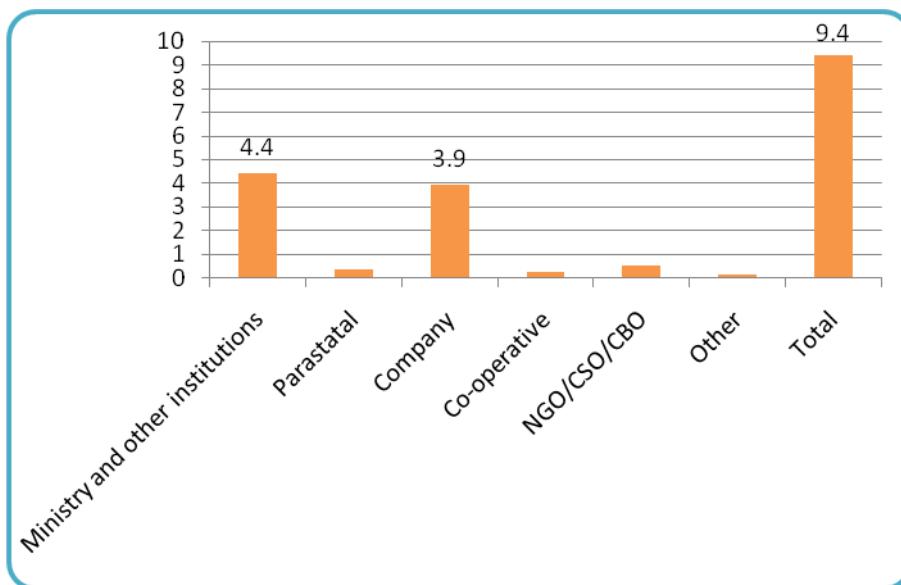
- Regarding the duration of service in the previous job, it is found that slightly less than a half (48.6 percent) of employees previously worked in other establishments had a service duration there of no more than two years, about 21.2 percent had worked there for 3-4 years, and 14.5 percent had worked for 5-7 years. Hence only 15.7 percent of them had worked there for more than 7 years.

**Graph 4. 14: Percentage distribution of employees by working experience (in years) in establishment they previously worked for, according to activity sector**



- Information was collected from employees previously worked for other establishments about the entire duration of work in specified type of establishments/organizations including the present one. In general, the mean work duration in all organizations is 9.4 years: divided as 4.4 in 'ministry and other public institutions'; 3.9 in a 'company' and less than 6 months in each of the remaining specified organizations. The mean work duration ranges from 8.9 years for those presently work at private businesses to 13.2 years for those presently work at NGO's.

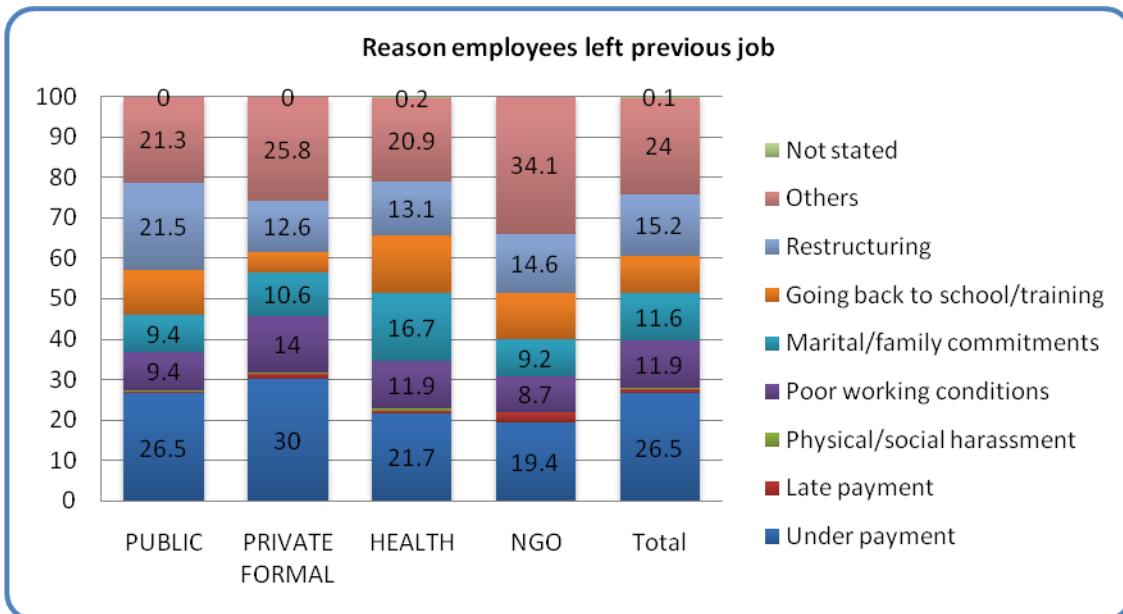
**Graph 4. 15: Mean service period in years of previous experience in different organizations**



- Employees were asked about the reason why they quit their previous job. More than a quarter (26.5 percent) reported 'underpayment' was the main reason, 15.2 percent reported 'restructuring', 11.9 percent and 11.6 percent reported the reason was respectively 'poor working conditions' and 'family commitments'. The magnitude of unspecified answers is

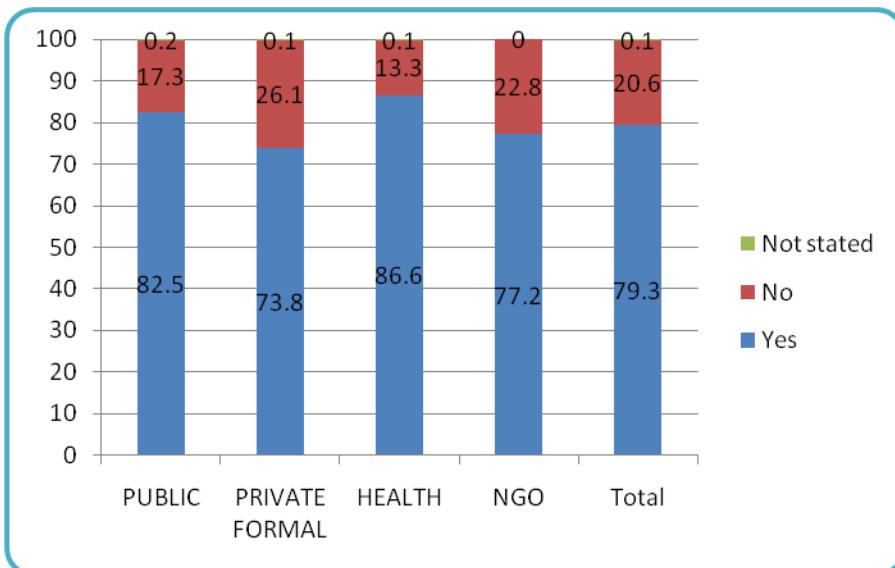
extraordinary too big (24 percent), most probably 'others' was mistakenly stated instead of one of given alternatives. So the answers of 'others' needs correction and/or recoding.

**Graph 4. 16: Percent distribution of employee who worked in other establishment before by reason why they left their previous job, according to activity sector**



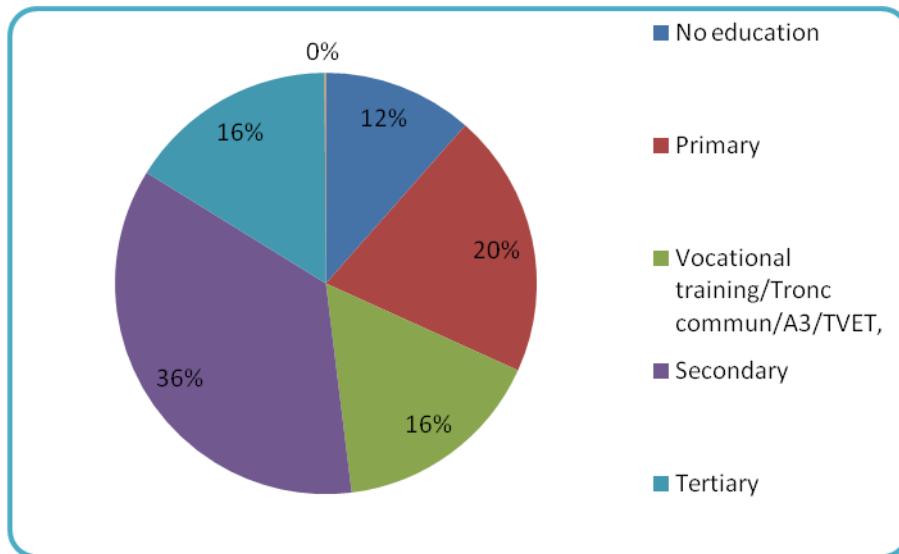
- The first job, for those previously worked for other establishments, matched the employee education in 79.3 percent of the cases. The percent of employees with education matched first job ranges from 73.8 percent for those presently work at private businesses to 86.6 percent for those presently work at health institutions.

**Graph 4. 17: Percentage distribution of employees by whether their previous job matched their education, according to activity sector**



- All employees irrespective of their previous work status were asked about their educational attainment when they first entered the labor market: the concentration was noticed for the educational categories of 'primary' (20.3 percent), 'vocational training/TVET' (16.3 percent), 'secondary' (35.8 percent) and 'tertiary' (16.1 percent). Slight variation over activity sector categories exists.

**Graph 4. 18: Percentage distribution of employees by their highest level of education when they first entered the labour market.**

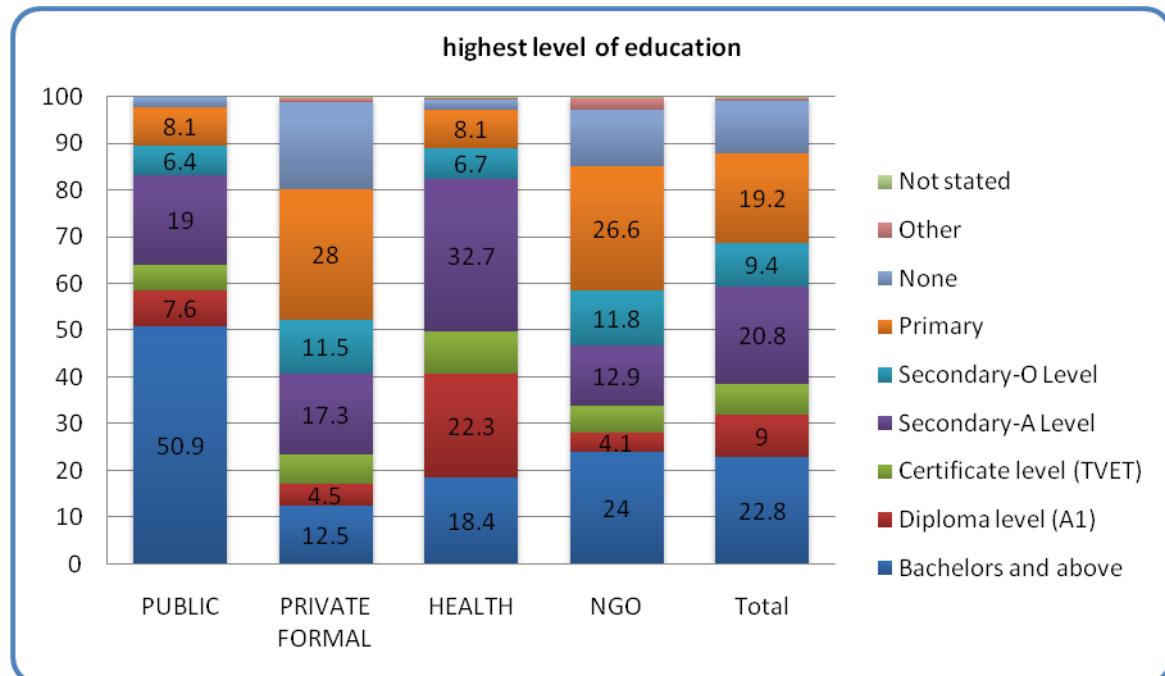


- Approximately a half of the employees (51.4 percent) found their first job within a year of their graduation. Those who kept searching for a job for 3 years or more amounts to 22.5 percent of all employees.

### C. Formal educational Background

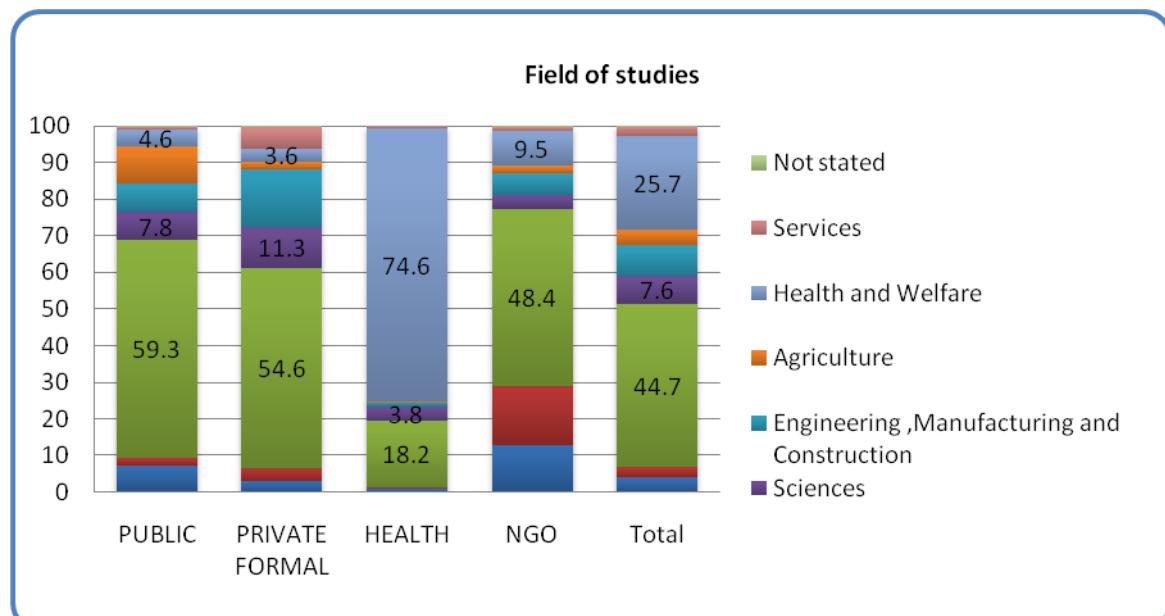
- The most popular levels of educational attainment of employees in the formal sector units are 'bachelors' (18.9 percent), 'secondary-A level' (20.8 percent), 'primary' (19.2 percent) and 'none' (11.2 percent). The employee educational structure varies considerably over activity sector categories.

**Graph 4. 19: Percentage distribution of employees by their highest level of formal education, according to activity sector**



- Employees with Secondary A-level and above were asked about the field of study: the results indicate that about 44.7 percent of employees have social sciences, business and law as the field of study, followed by health and welfare programs (25.7 percent). The employee field of study varies to large extent over activity sector categories.

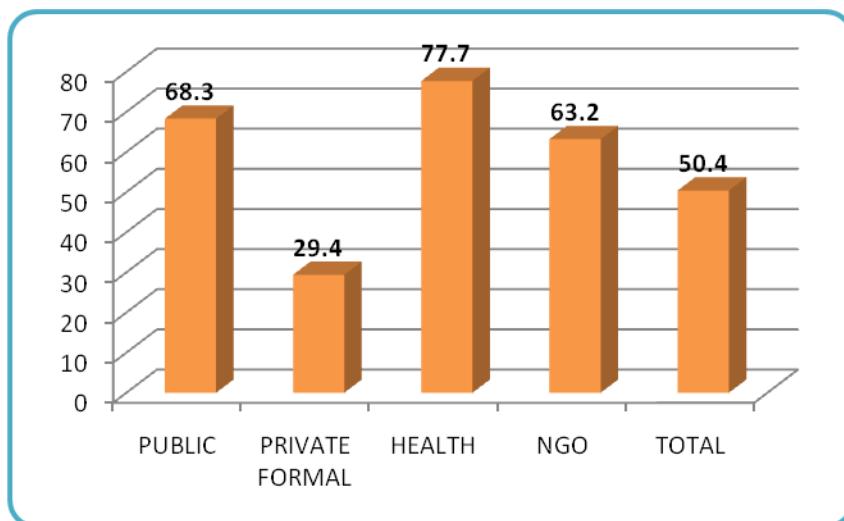
**Graph 4. 20: Percentage distribution of employees with secondary A level and above by the field of studies, according to activity sector**



#### D. Vocational training/ other training/type of training undertaken in the past

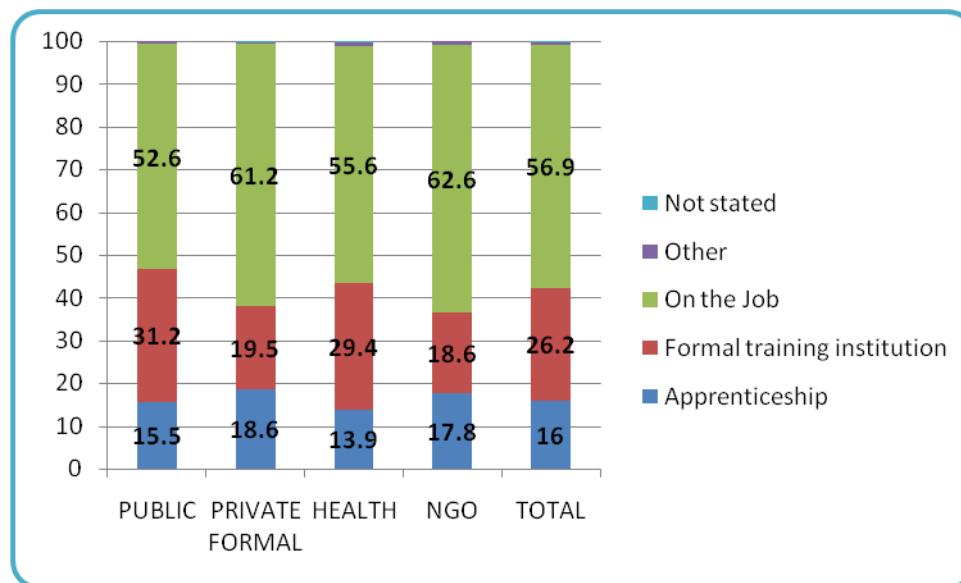
- About a half of the employees (50.4 percent) have received other training since they joined the present employer. The prevalence of such kind of training is as low as 29.4 percent in private businesses and as high as 77.7 percent in Health institutions. The most common training fields are social sciences, business and law (37.9 percent) and health and welfare (31.8 percent). About one third of pertinent NGO's employees have received training in humanities and arts.

**Graph 4. 21: Percentage of employees who have received any kind of training since they joined the current employer**



- The most common training modes were 'on-the- job' (reported by 56.9 percent of concerned employees), followed by formal training institutions (26.2 percent) and apprenticeship (16 percent). Slight variability in the structure of training mode over activity sectors was observed. The training period is averaged less than a month (0.8 month), it ranges from 0.3 month in health institutions to 3.3 months in NGO's.

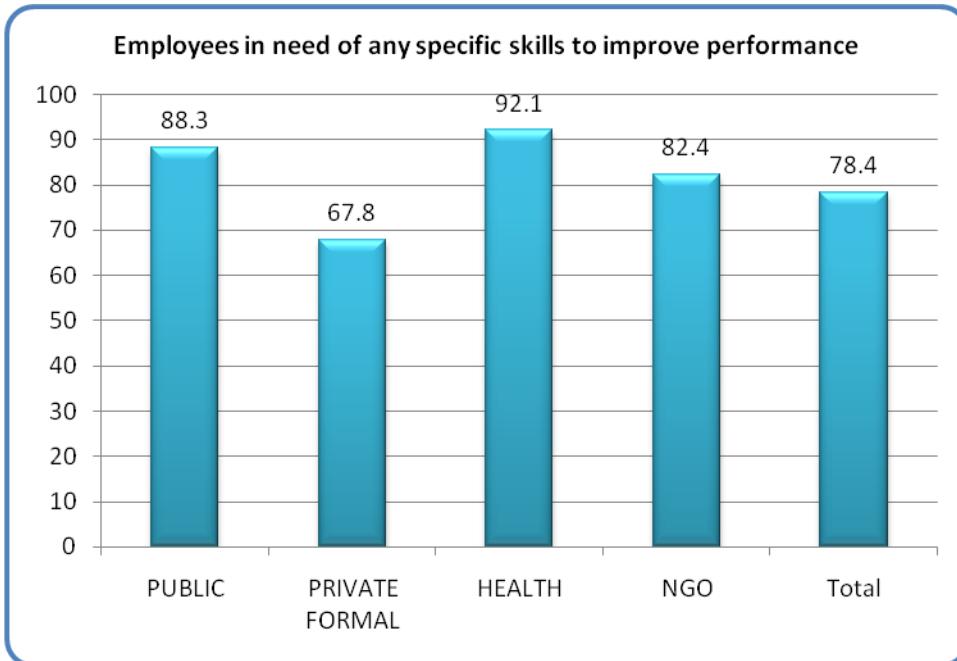
**Graph 4. 22: Percentage distribution of employees received training since they joined the current employer by the means of training, according to activity sector**



- Generally, the purpose of such mentioned training was not to get a formal degree, as 'no educational qualification' was reported by 51.2 percent of those undertook such training, and only a certificate was received by 48.5 percent of concerned trainees. Mainly the training has been undertaken in Rwanda (94.1 percent)
- Employees did not receive any training since they had joined the present employers were asked about the reason, The reported main reasons are 'not offered to me personally' (46.7 percent), 'no training policy in place' (24.4 percent) and ' no training needed for my job profile' (23.9 percent). Apparently the reason for not having training has similar pattern for public/government units and health organizations and other similar pattern for private businesses and NGO's.
- Almost one third of employees are involved in designing the training plan of the enterprise/organization, employee involvement is much lower in private businesses (24.1 percent) compared to other activity sector categories for which the level exceeds 40 percent.
- A big majority of employees (78.4 percent) expressed the need for acquiring some skills to improve their performance. The prevalence of those in need for some skills is lowest in private businesses (67.8 percent) and highest in health institutions (92.1 percent). The area of lacking skills is largely dependent on the nature of the activity sector: the lacking skills in social sciences, business and law is highest in public/government units (47.8 percent) and private businesses

(31.1 percent), whereas the area of health and welfare is highest in health institutions (72.5 percent) and humanities and arts is highest in NGO's (42 percent).

**Graph 4. 23: Percentage of employees who have reported that they need any specific skills to improve their performances, according to activity sector**



- Language proficiency has been inquired about. In general, 41.8 percent of employees in formal sector units are able to speak English and 41.3 percent are able to write in English; about 58.4 are able to speak French and 57.7 percent are able to write in French; about 98.2 percent are able to speak Kinyarwanda and 91.7 percent are able to write in Kinyarwanda and about 28.9 percent are able to speak Swahili and 40.8 percent are able to write in Swahili.

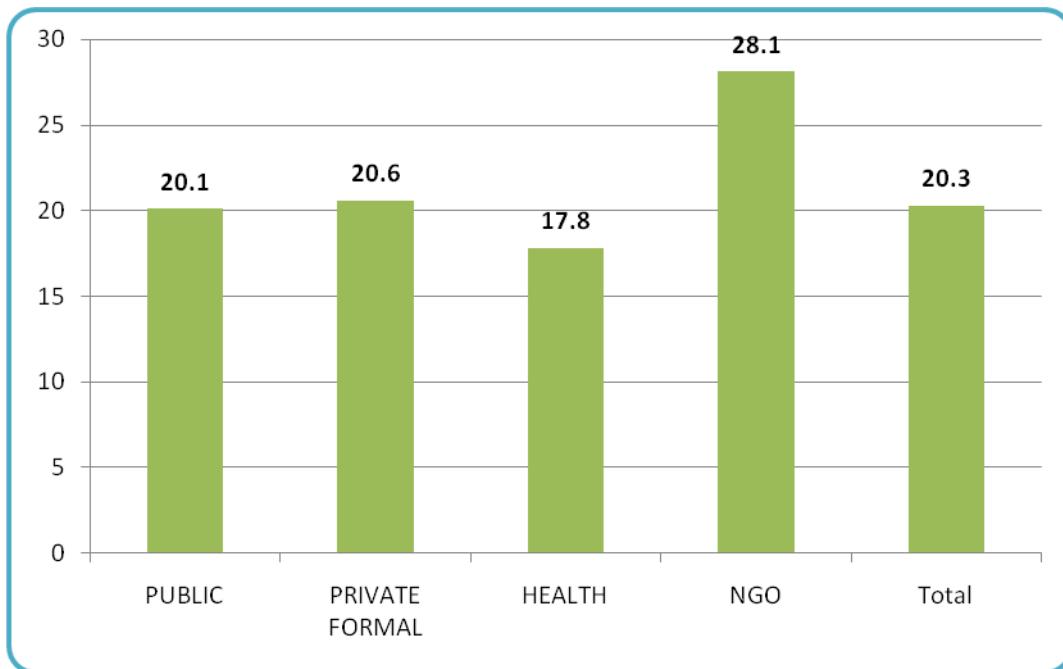
## **E. Performance appraisal**

- Slightly more than a quarter of employees (26.1 percent) in formal sector units have never had performance appraisal, Ad-hoc appraisal is done for about 26.4 percent of employees having had performance appraisal. When appraisal is done regularly it is almost quarterly (24.4 percent) or annually (20.2 percent). In most cases, appraisal is done either by immediate supervisor (31.7 percent), general manager/director (23.9 percent), department head (20 percent) or HR officer (14.4 percent). The overwhelming majority of employees receive appraisal feedback.

## F. Career growth

- In total, approximately one in five employees has been promoted since he/she joined the present enterprise/organization. Promotion is more prevalent at NGO's (28.1 percent) and less prevalent at health institutions (17.8 percent). More than a half of the promotions occurred within the two years preceding the survey. Such recent promotion is more widespread in private businesses (59.7 percent) and the public/government units (56.4 percent).

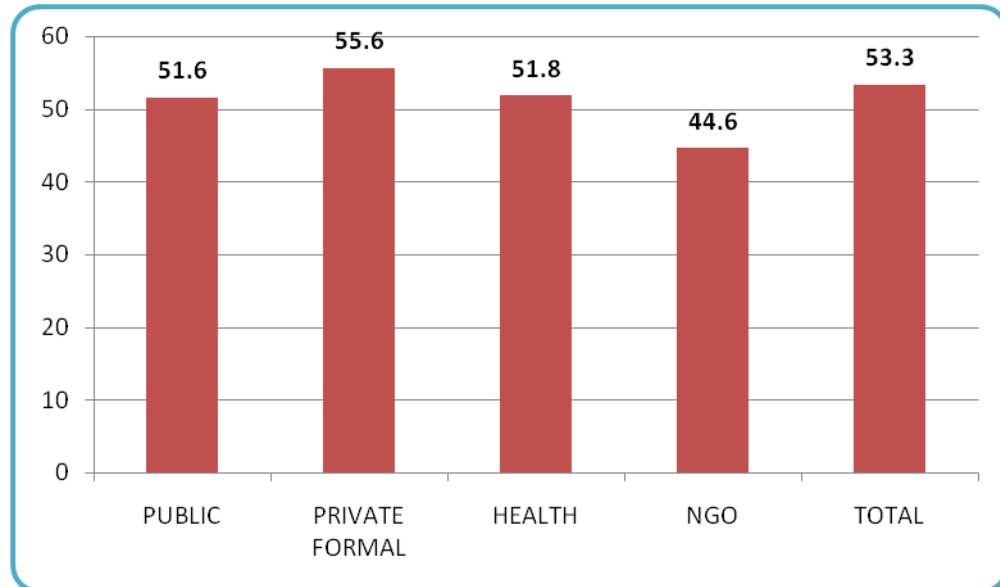
**Graph 4. 24: Percentage of employees who reported that they have promoted, according to activity sector**



## G. Working terms and conditions

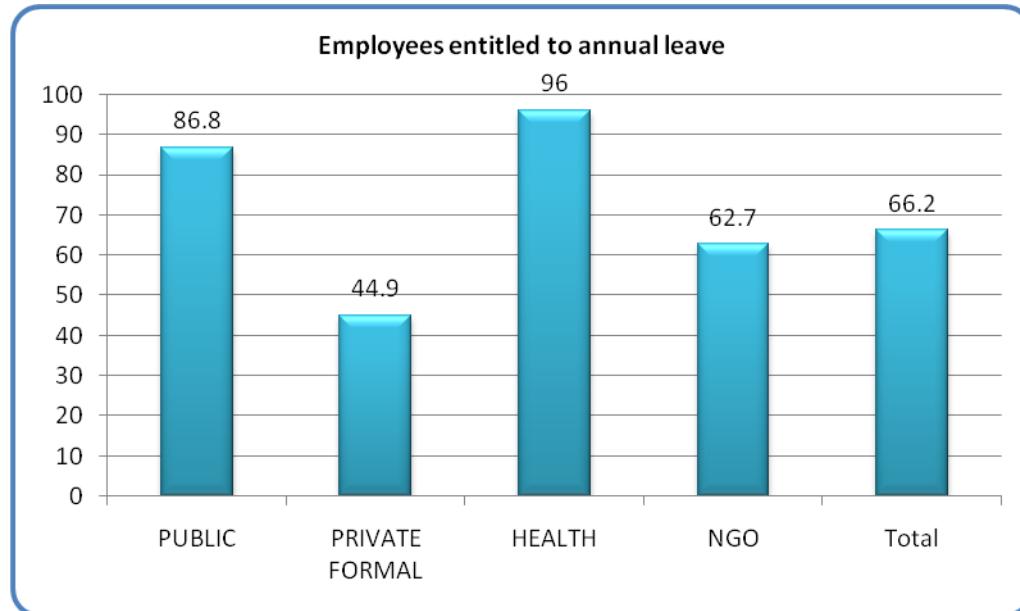
- The average working hours per week of employees in formal sector units is about 53.3 hours. It is lowest at NGO's (44.6 hours) and highest at private businesses (55.6 hours). The average working hours is relatively higher (67.3 hours) for services and sales workers and relatively lower (48.4 hours) for professionals.

**Graph 4. 25: Average weekly working hours by activity sector**



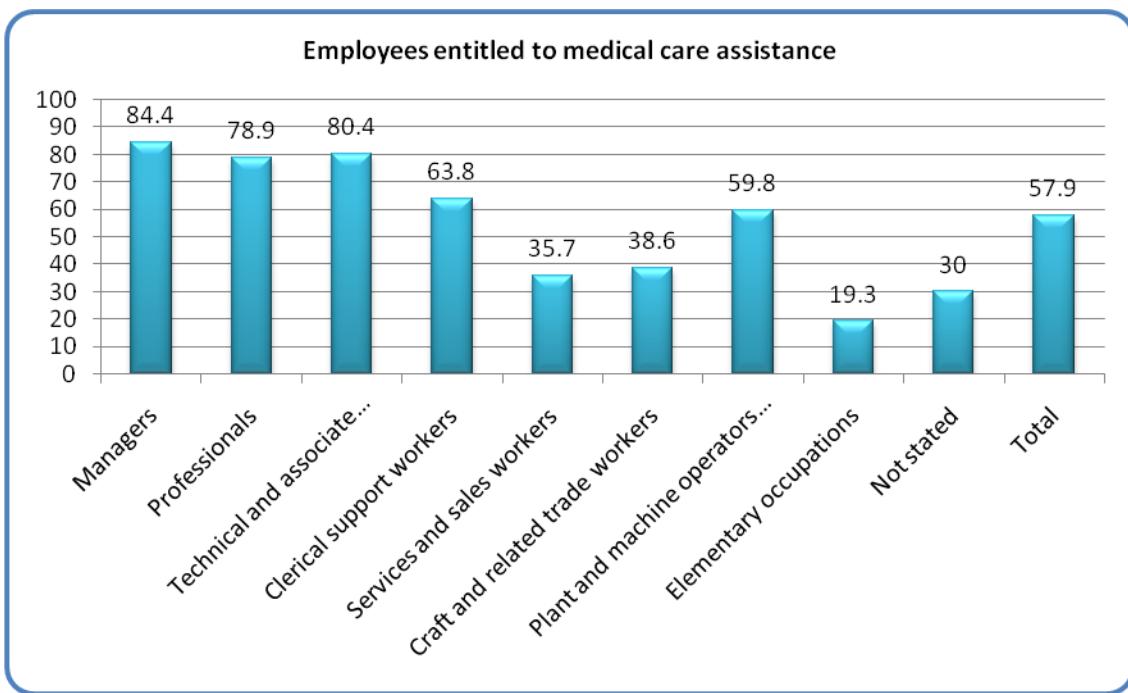
- In total, a little below two thirds of employees (66.2) are entitled to annual leave. Annual leave entitlement varies considerably over activity sector: it is as low as 44.9 percent for private businesses employees and as high as 96 percent for health institutions. The mean length of annual leave is about 28 calendar days, equivalent to about 20 working days. Slight variations across activity sector categories and occupation categories are observed.

**Graph 4. 26: Percentage of employees who are entitled to annual leave days, according to activity sector**



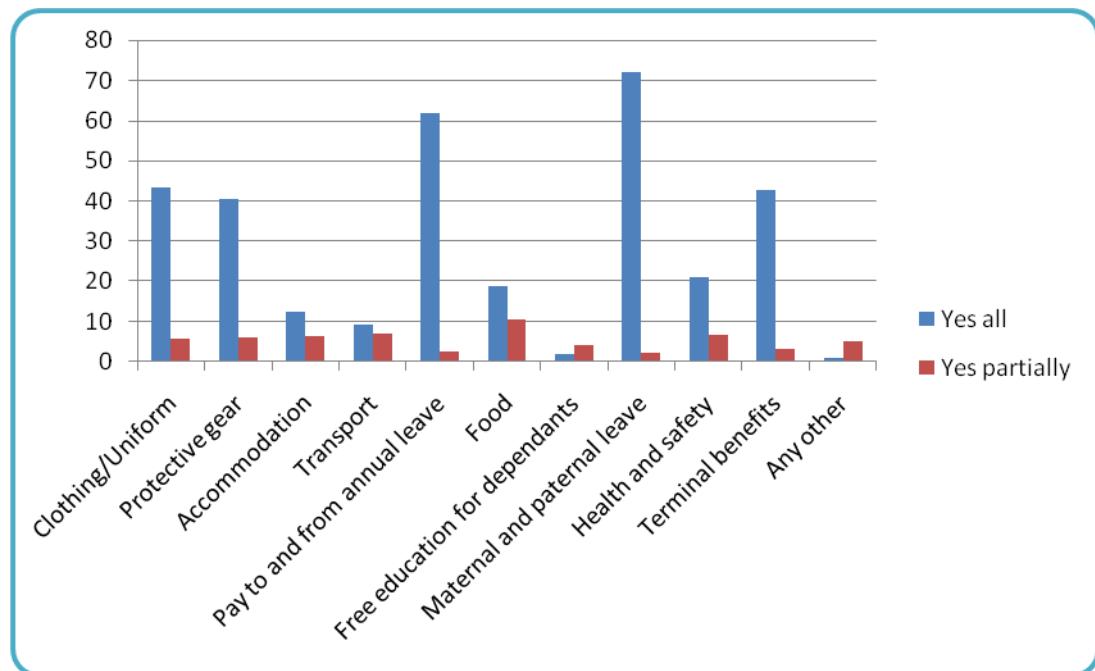
- It takes more than half an hour to get to work place for only 37.5 percent of all employees, particularly those of elementary occupations (61 percent). The most common mode of transport is 'on foot' (59.7 percent) followed by 'public transport' (22.7 percent).
- About 57.9 of employees are entitled to medical care assistance from the employer. The prevalence of this benefit is as low as 34.5 percent in private businesses and as high as 87.4 percent in health institutions and 87 percent in public/government organizations. The prevalence of health care assistance is extremely low (19.3 percent) among employees with elementary occupations and relatively low (35.7 percent) among services and sales workers. The coverage of health care assistance is only partial for the big majority of employees (88.4 percent). The coverage extends to families of about 72.7 percent of employees.

**Graph 4. 27: Percentage of employees who are entitled to medical care assistance according to occupation**



- Employees may enjoy some other benefits provided by employers, the most common of such benefits are maternal and paternal leave (provided totally to about 72.1 percent of employees and partially to about 2.1 percent of employees ); paid annual leave (provided totally to about 61.7 percent of employees and partially to about 2.5 percent of employees ); clothing/uniform (provided totally to about 43.4 percent of employees and partially to about 5.6 percent of employees ); terminal benefits (provided totally to about 42.7 percent of employees and partially to about 3.3 percent of employees ) and protective gear (provided totally to about 40.6 percent of employees and partially to about 6.0 percent of employees ).

**Graph 4. 28: Percentage of employees who have reported that they get some benefits from their employer by occupation**

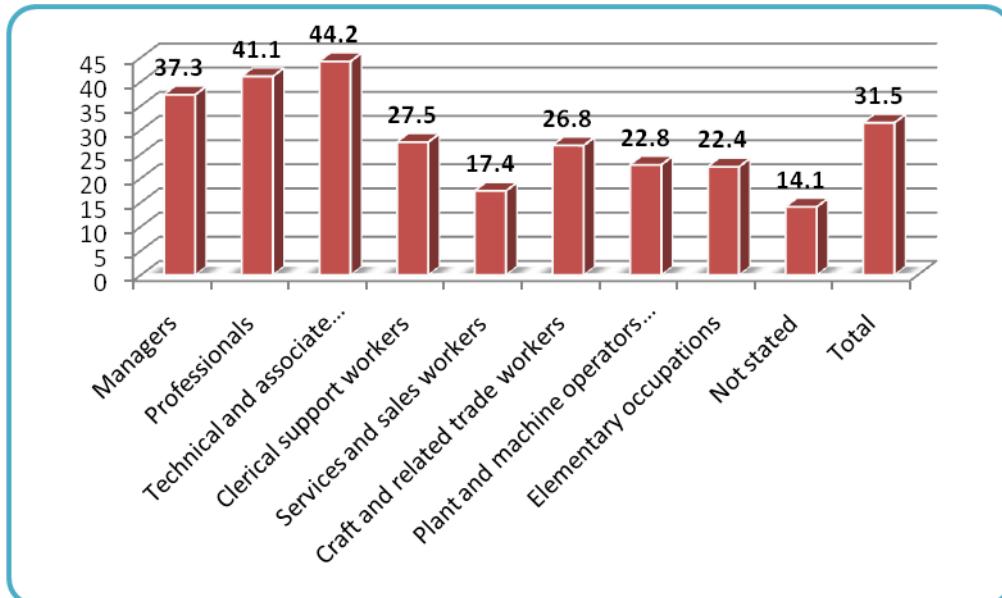


- More than a half of employees (55.5 percent) reported that no salary raise is granted, this is particularly more common among employees of health institutions (72.2 percent). Even for those reported receiving salary increment, about 15.9 percent of them receives the raise once every a period exceeding three years. The vast majority of employees (80.2 percent) receive no annual inflation-adjustment raise.

#### **H. Labor rights and related issues**

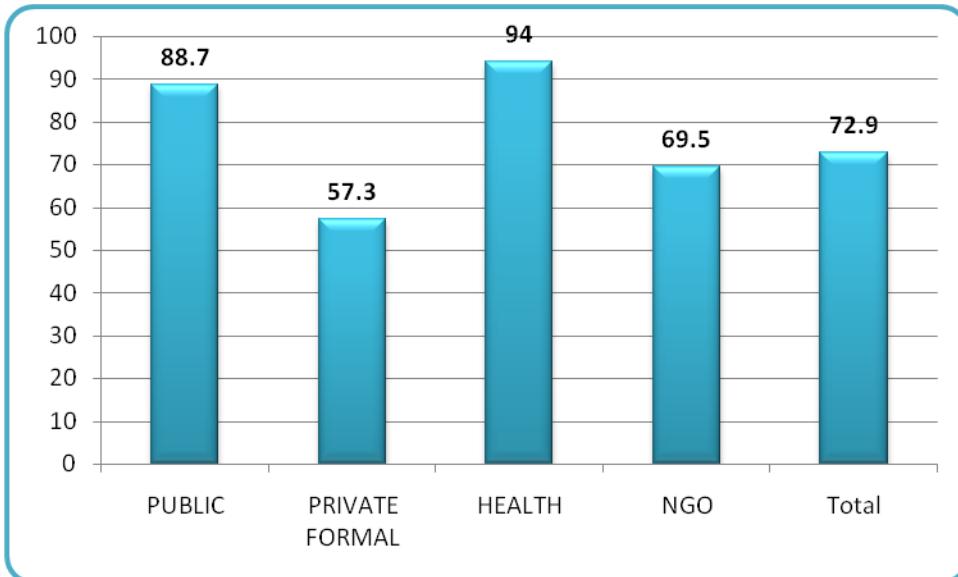
- A little below one third of all employees (32 percent) are members of a trade union or other collective bargaining association, such membership varies to large extent with occupation: it ranges from 17.9 percent for services and sales workers to 44.6 percent for technical and associate professionals. Concerning activity sector differentials membership in mentioned organizations is lowest (22 percent) for private businesses and highest (51.1 percent) for health institutions. The non-membership of the majority of non-member employees is mostly attributed to unawareness of such trade unions or collective bargaining associations (81.4 percent).

**Graph 4. 29: Percentage of who are member in any trade union or any other collective bargaining association, according to occupation**



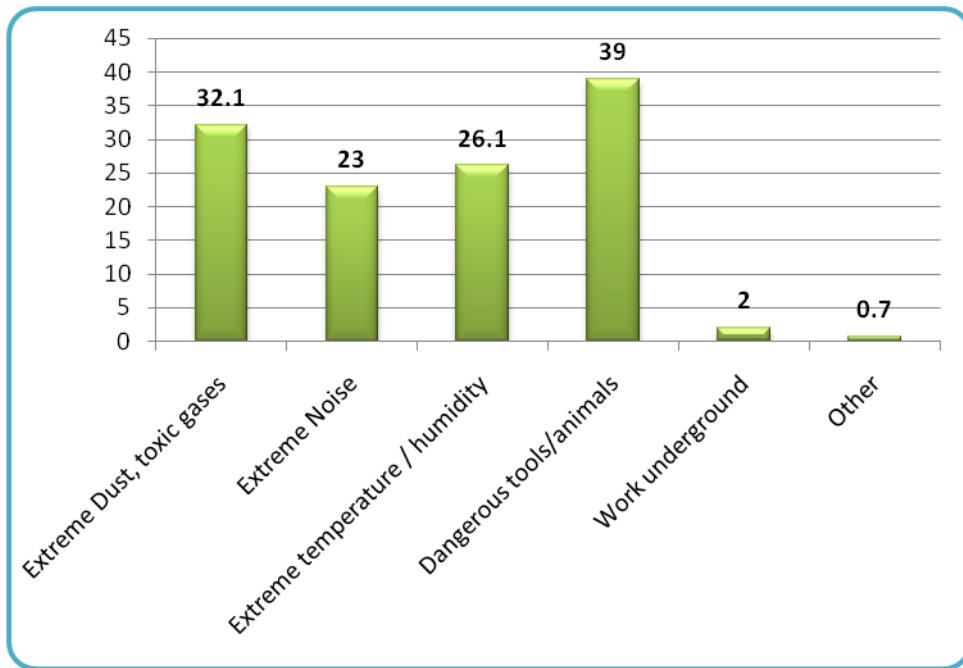
- About 72.9 percent of employees reported that Employers regularly contribute to employee social security fund. The level varies considerably with occupation: it is lowest (46.3 percent) for elementary occupations and highest (90.8 percent) for managers. In addition, an intangible differential over activity sector categories exists: the level ranges from 57.3 percent for Private businesses to 94 percent for health institutions.

**Graph 4. 30: Percentage of employees whose employer contributes for them regularly to the social security fund, according to activity sector**



- The information on exposure to hazardous work conditions indicates that about 32.1 percent of employees are exposed to extreme dust or toxic gases; 23 percent are exposed to extreme noises; 26.1 percent are exposed to extreme temperature or humidity and 39 percent are exposed to dangerous tools or animals.

**Graph 4. 31: Percentage of employees who have reported that their activities expose them to specified dangers**



#### **I. Challenges at workplace**

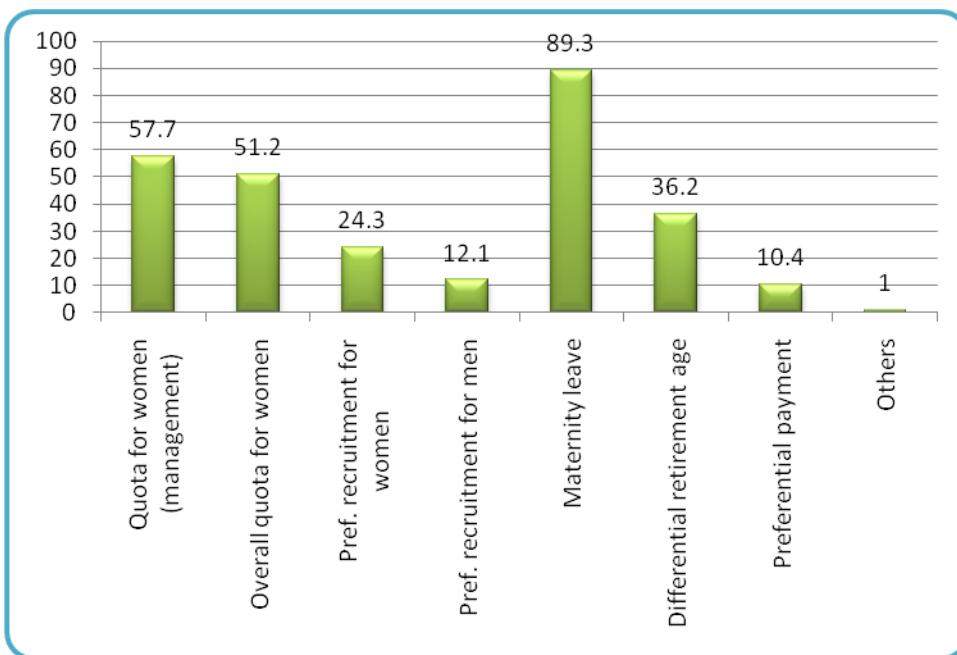
- The reported challenges at workplace are mostly fatigue (reported by 33.7 percent of employees); followed by excessive workload/hours (reported by 32.1 percent of employees); underpayment of salary (18.9 percent) and dependants (13 percent). Moderate variations in challenges prevalence over activity sector and occupational categories exist. The reported most common ways of reacting against faced challenges at work place are 'talk to supervisor' (50.2 percent); 'talk to a family member' (44.6 percent); 'talk to a friend' (42 percent); 'ignore them' (35 percent) and 'inform HR management' (33.4 percent). Insubstantial differential by economic sector and occupational categories is observed.

#### **J. Gender**

- About 69.6 percent of employees in formal sector enterprises/organizations reported that their organizations have a gender policy in place. The reported prevalence of such policy is lowest in private businesses (59.1 percent) and highest in public/governmental units (85.4 percent). In addition, the vast majority of employees (83.9 percent) declared that there is no preferential

treatment due to sex in their organizations. Furthermore, employee opinion on whether organizations/enterprises should practice some specified form of preferential treatment based on sex has been gauged, the suggested major preferential treatments are in order 'maternity leave' (89.3 percent); 'quota for women in management'(57.7 percent); 'overall quota for women'(51.2 percent);' differential retirement age'(36.2 percent) and 'preferential recruitment for women' (24.3 percent).

**Graph 4. 32: Percentage of employees by their opinions on whether any establishment should practice any form of preferential treatment due to sex by the type of preferential treatment**

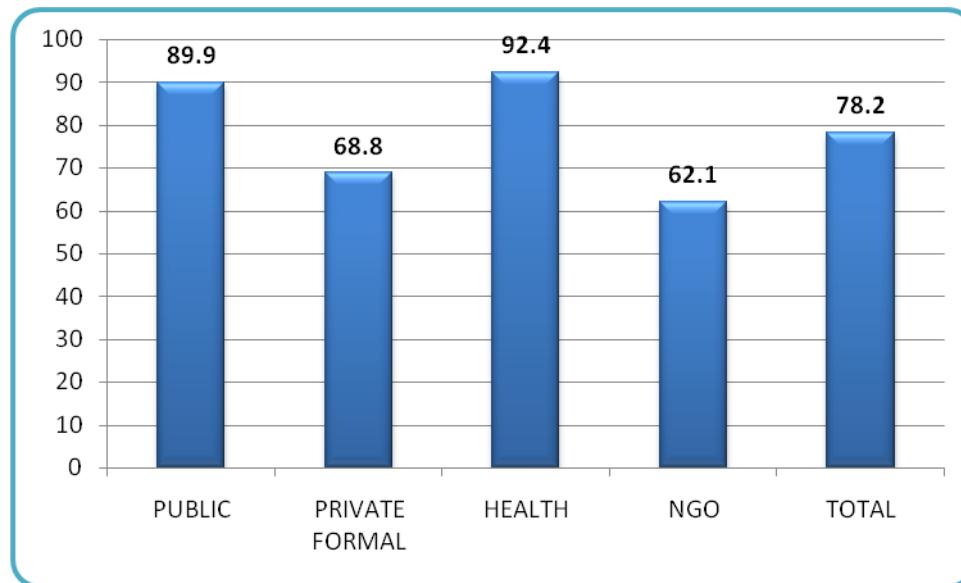


## K. Use of ICT

- Employees in formal sector units reported that the majority of their organizations/enterprise (78.2 percent) has introduced ICT facilities; the reported prevalence of ICT facilities is lowest at NGO's (62.1 percent) and highest at health institutions (92.4 percent) and public/government organizations (89.9 percent). Employees whose organizations have ICT facilities in place have been asked about what ICT is used for: about 84.8 percent responded it is used for 'records management'; 82.3 percent responded it is used for' 'accounting/finance/budgeting'; 79 percent responded it is used for 'production'; 67.4 percent responded it is used for 'communication'; 48.5 percent responded it is used for 'human resource management 'and 42.5 percent responded it is used for 'marketing'. The big majorities of employees perceived that ICT use has resulted in an increase/improvement in different aspects of performance including 'records management' (81.9 percent); 'accounting/finance/budgeting' (79.6 percent); 'production (77.4

percent); communication' (65.1 percent); 'human resource management' (46.3 percent) and 'marketing' (41.1 percent). Slight variations over activity sector categories are observed.

**Graph 4. 33: Percentage of employees reported that their organisation has introduced the use of ICT , according to activity sector**

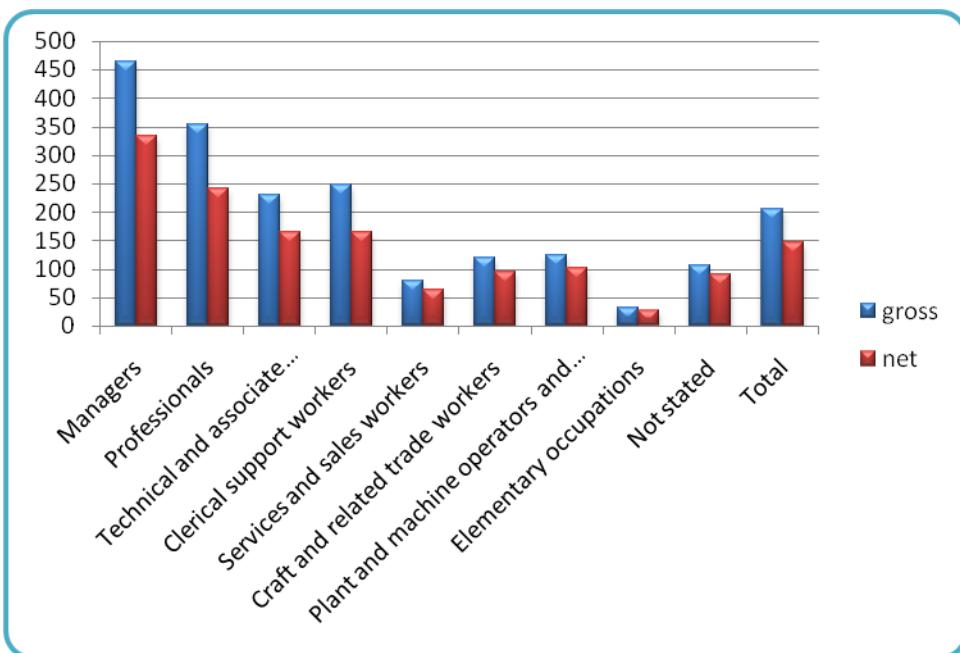


- Employees have been inquired whether they personally use any of ICT facilities shown on a list: The responses indicate that 'access to internet' is the most used ICT facilities( 46.4 percent), followed by 'private access to email'(43.9 percent), 'shared computer' (38.9 percent) , 'individual computer' (34.4 percent) and 'common access to email' (34.3 percent). Generally, ICT facilities irrespective of its type are least utilized in private businesses compared to other activity sector categories. In addition, the needs of employees for specified ICT facilities to help them perform their daily work has been evaluated: the need for 'access to internet' has been expressed by 63.9 percent of respondents, followed by 'private access to email' (59.5 percent), 'individual computer' (58.6 percent), 'common access to email' (51 percent) and 'shared computer' (44.5 percent). The needs for individual ICT facilities have been expressed in lower levels at private businesses compared with other activity sector categories. Employees using individual computers have been asked whether they feel properly equipped to make full use of the potential of ICT at workplace: less than a half of concerned employees responded positively. The prevalence of self-reported properly equipped employees to make full use of ICT is lowest (33.6 percent) in health institutions and as high as 52.5 percent for NGO's, 55.8 percent for public/governmental units and 59.5 percent for private businesses.

## L. Earnings

- The overall monthly gross and net earnings of employees in formal sector enterprises/organizations from their present employment is averaged at 202.2 thousand FRW for the former and 146.9 thousand FRW for the latter. The average gross monthly salary ranges from 142.8 thousand FRW in private businesses to 336.4 thousand FRW in public/governmental units. In regard with occupational differential, the average gross monthly salary ranges from as low as 32.4 thousand FRW for elementary occupations to as high as 459.9 thousand FRW for managers.

**Graph 4. 34: Mean monthly earning (in thousands RWF) by occupation**



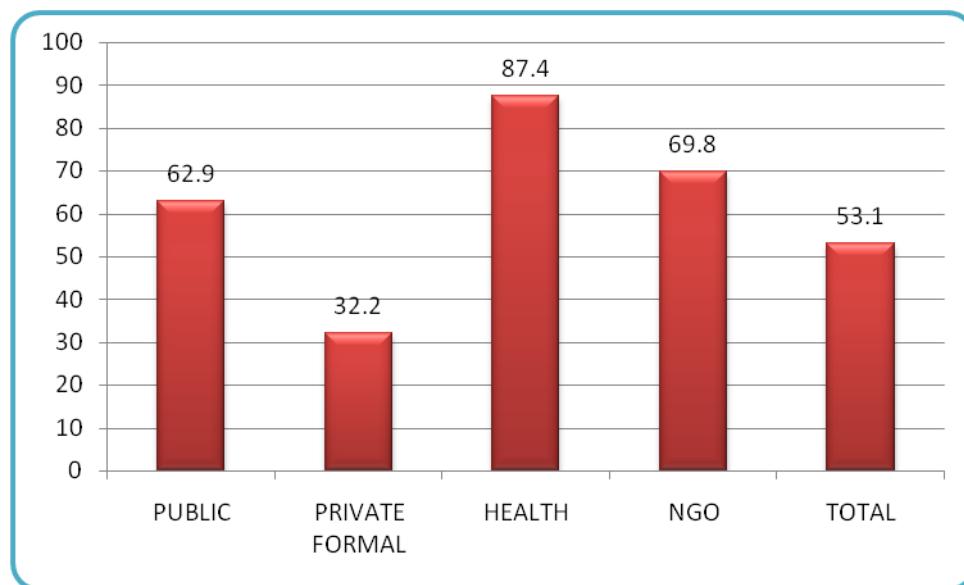
- About 8.8 percent of employees have secondary occupation. The most common secondary occupation for those having it is 'skill agricultural, forestry and fishery workers' (49.9 percent) followed by 'service and sales workers' (16.3 percent), the activity sector differential is insubstantial. The average annual gross income from all additional jobs is estimated at 880 thousands

## M. HIV/AIDS at workplace

- Employees were inquired whether their organizations/enterprises have an HIV/AIDS policy in place: about 53.1 percent responded positively, the self-reported prevalence of HIV/AIDS policy ranges from 32.3 percent in private businesses to 87.4 percent in health institutions. In addition, the provided services have been asked about: the availability of VCT services is reported by 96.9 percent of employees whose organizations have the mentioned policy; followed by ensuring

equal rights (74.6 percent); free condom distribution (54.6 percent); free ARVs for HIV+ workers (38.1 percent) and free food for HIV+ workers (17.7 percent). Apart from VCT services, a substantial differential in the prevalence of other services over activity sector categories is demonstrated.

**Graph 4. 35: Percentage of employees who reported that their establishments have an HIV/AIDS policy, according to activity sector**



#### **N. Job search and candidate preferences**

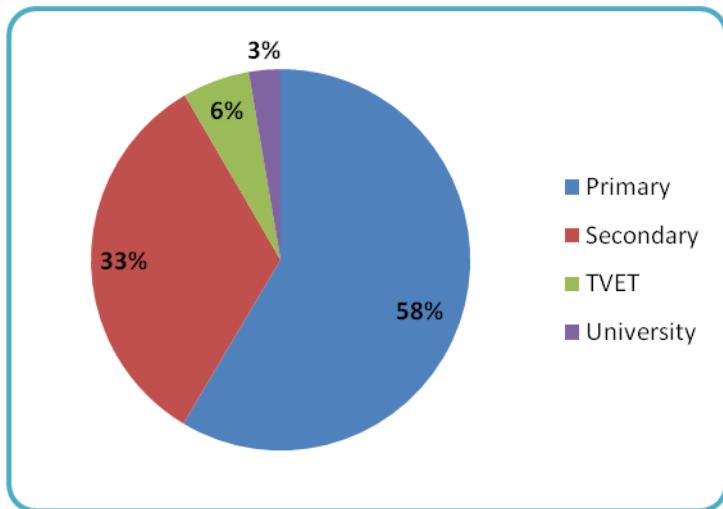
- The results reveal high stability in the present job: only 10.2 percent of employees looking for a different job. In most cases the targeted occupation is similar or higher than the present one. Conversely, the majority of employees (76.9 percent) are willing to change their current residence. The main purpose for their desire to move is to get better salary/benefit (82.6 percent). Most of those willing to move (63.7 percent) are indifferent regarding the destination country, while 30 percent of them are willing to move to other place within Rwanda. Those who are willing to move to other place inside Rwanda or to any other EAC country are basically for family reasons (58.2 percent).

### 3.5. Education Sector Employee

#### A. General personal information

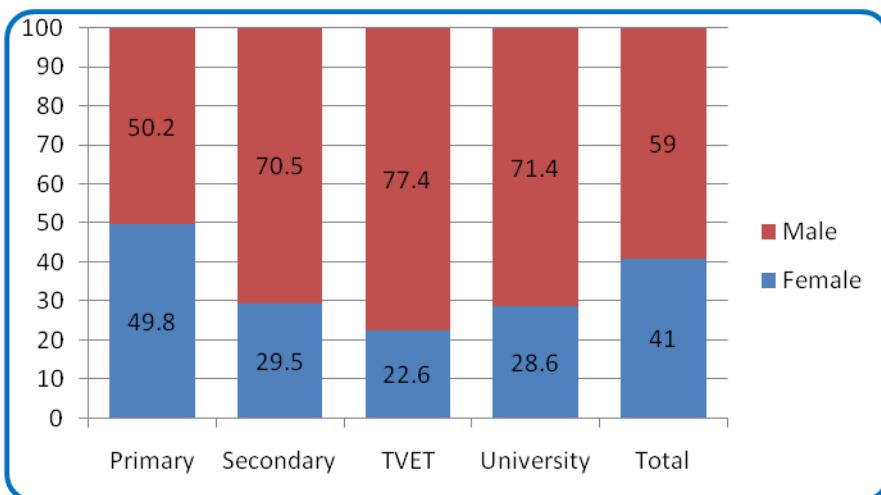
- The estimate of total employees in learning institutions amounts to 82494 employees, over a half of them belongs to primary education (58.5 percent), followed by employees in secondary level(33.0 percent) while the employees of TVET education represents 5.7 percent, the university 's employees represents only 2.7 percent of the whole study population.

**Graph 5. 1: Percentage distribution of employees by learning institutions**



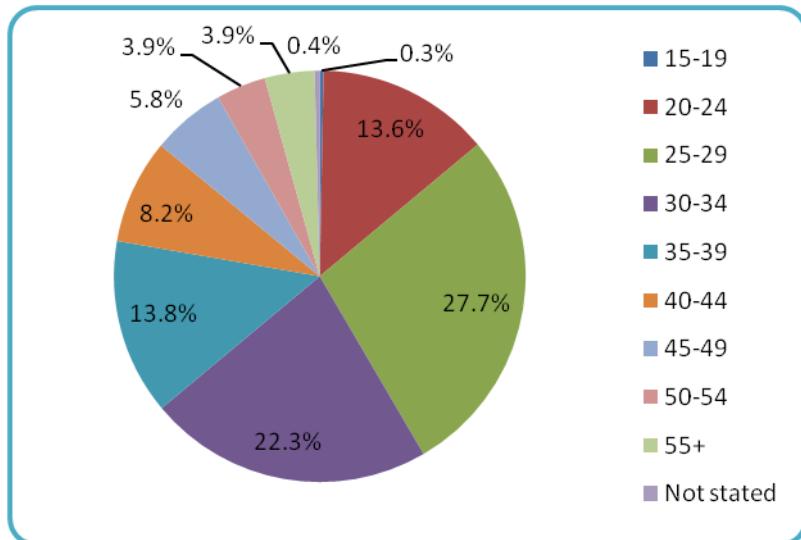
- In total, only about 41 percent of respondents are females. The prevalence of males is highest (77.4 percent) in TVET and lowest in Primary (50.2 percent).

**Graph 5. 2: Percent distribution of employee by sex according to learning institution**



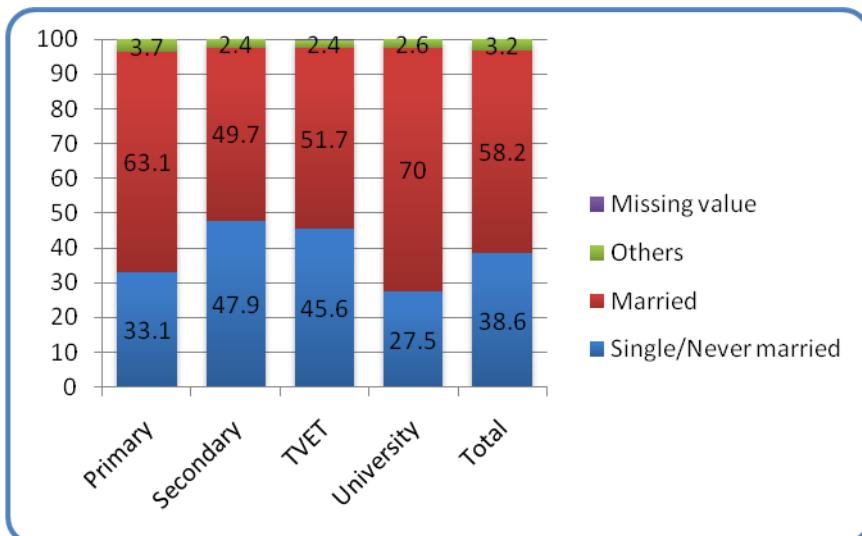
- The majority of employees (63.7 percent) are aged between 25 and 39. While the very young employees, below 20, represent only 0.3 percent and employees aged 50 and above amount to 3.9 percent of the whole employee population. Generally, age structure indicates no major difference between males and females employees.

**Graph 5. 3: Percent distribution of employees by age group**



- More than a half (58.2 percent) of respondents is currently married, while never married (single) amounts to 38.6 percent. The marital structure shows some variation among learning institution types : where for secondary level the relative sizes of currently married (49.7 percent)persons is nearly of the same magnitude as of never married (47.9 percent), the percentage of married is higher and the percentage of never married is lower in other types of learning institution

**Graph 5. 4: Percentage distribution of employees by marital status according to learning institution**

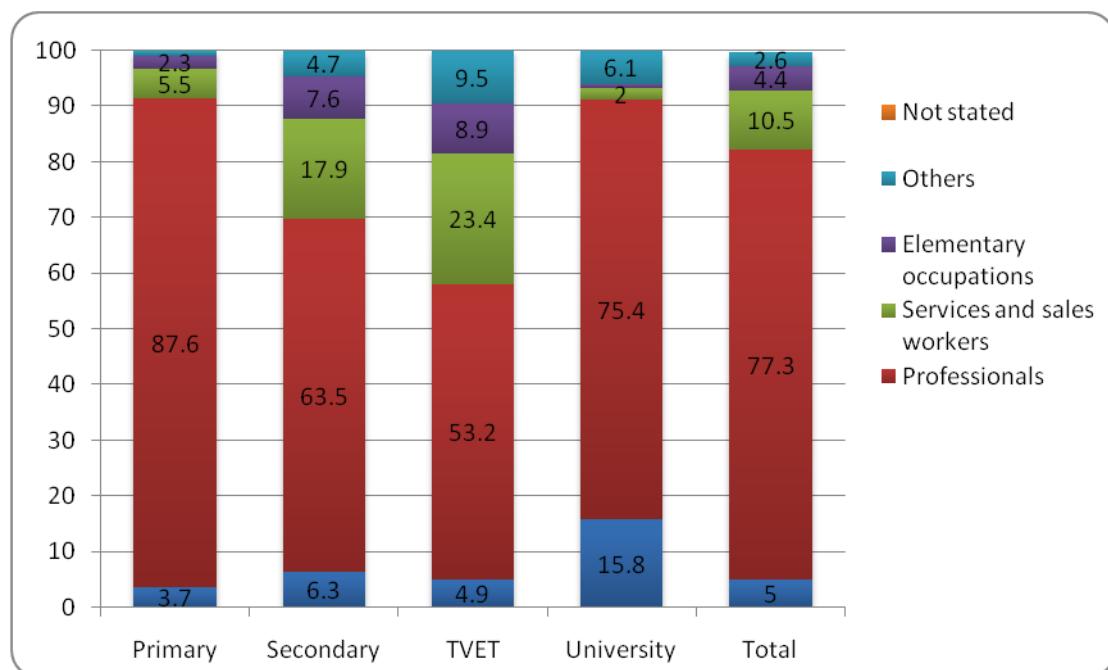


- The overwhelming majority (95.7 percent) of employees in learning institutions are of Rwandan nationality irrespective of institution type. The prevalence of disability among employees of learning institutions is as low as 1.8 percent: it is the same in primary and TVET (2.1 percent) and lowest in University (1.1 percent). Physical disability, particularly related to limbs, is the most prevalent type (54.4 percent).

## B. NATURE OF CURRENT EMPLOYMENT

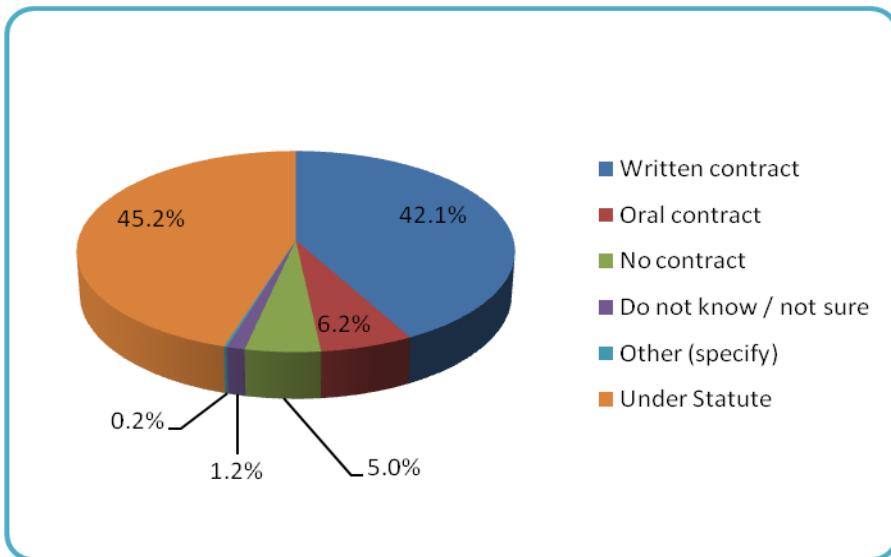
- The occupational structure of employees in learning institutions are about 77.3 percent of employees working as professionals, 10.5 percent as services and sales workers, 4.4 percent as of elementary occupations and 5 percent are managers. The occupational structure varies to large extent with learning institution types: Primary learning institution employees concentrate on the occupations of Professionals (87.6 percent); managers (3.7 percent) and services and sales workers (5.5 percent). Most employees in Secondary schools are similarly of professional occupations (63.5 percent), managers (6.3 percent), working as services and sales workers (17.9 percent), whereas for TVET institutions a little higher percentage of employees (23.4 percent) work as services and sales workers, and slightly more than a half of them (53.2 percent) are professionals. As far as universities are concerned, employees concentrate on the occupations of professionals (75.4 percent) and managers (15.8 percent).

**Graph 5. 5: Percentage distribution of employee by occupation according to learning institution**



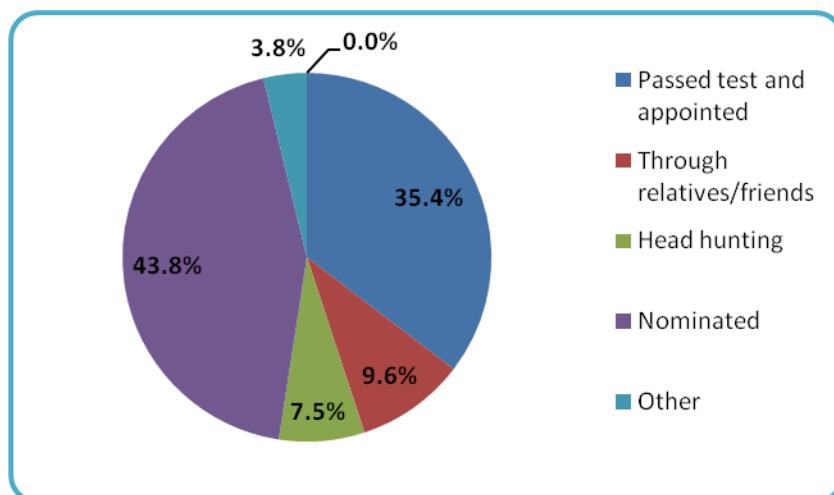
- In general, the big majority of employees are permanent workers (93 percent), temporary and daily workers amount respectively to 5.3 percent and 0.6 percent.
- The distribution of employees according to the nature of employment contract shows slight variation over learning institution categories, but most work on the basis of written contract (42.1 percent) or under statute (45.2 percent).

**Graph 5. 6: Percentage distribution of employee by the type of contract**



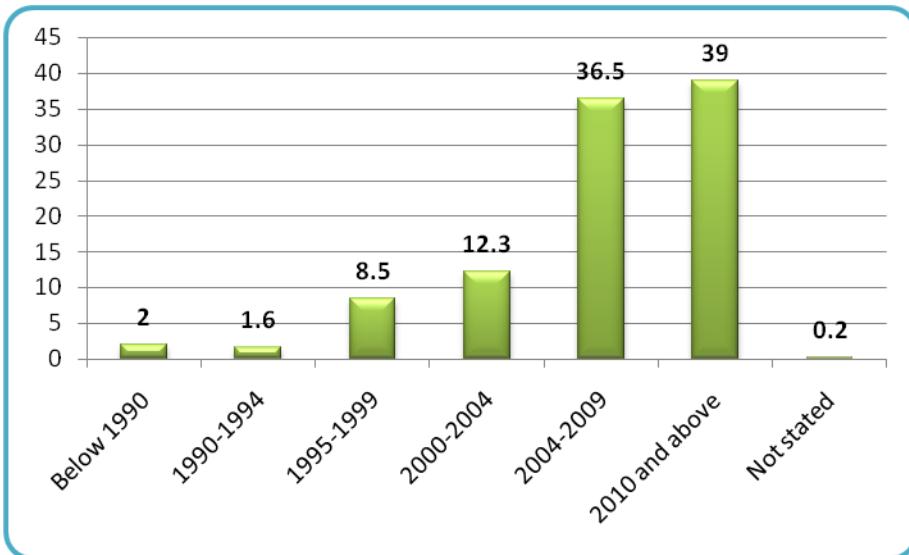
- The most common method to obtain a job in learning institutions is to be nominated (almost about 43.8 percent of employees have experienced this method), followed by passing a test and get appointed (35.4 percent) and through relatives or friends (9.6 percent). These three methods of job hunting are common over all types of learning institutions thought they have different values from one type to another.

**Graph 5. 7: Percentage distribution of employees by the method followed to get a job**



- A big majority of employees (39 percent) started working for their present unit from the year of 2010 and above, and during the years 2004-2009 where they were (36.5 percent). Generally, there is an increasing trend over years, in the percentage of employees who started working in the present unit for the first time. No substantial variation over learning institution is noticed.

**Graph 5. 8: Percentage distribution of employee by the year of starting the job**



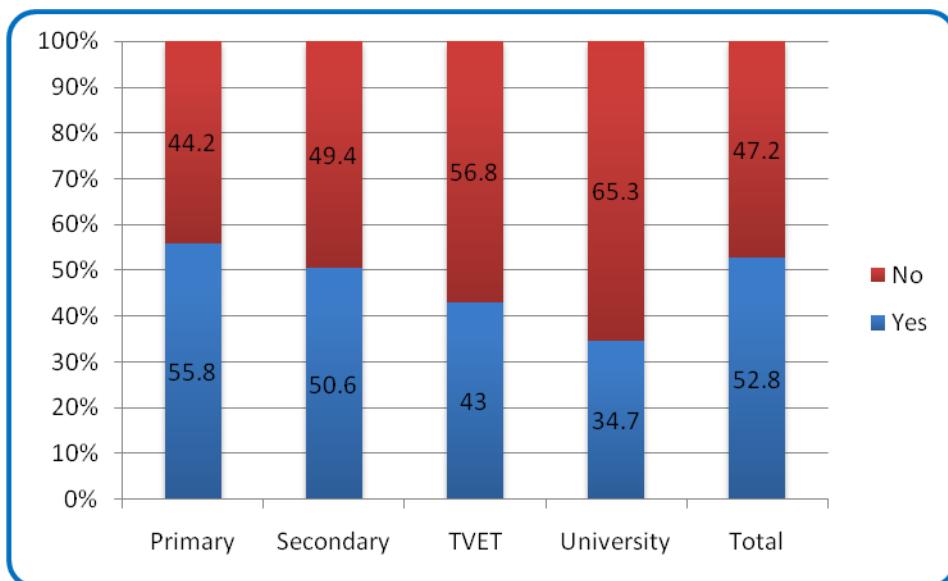
- Employees were asked whether their current job matches their official education/training: most employees perceived a proper match between their job and education (83.3 percent). The percent reporting a proper match is highest (92.2 percent) in university and lowest (75.4 percent) in TVET.

**Graph 5. 9: Percentage distribution of employee by whether their current job matches their official education/trainings, according to Type of learning institution**



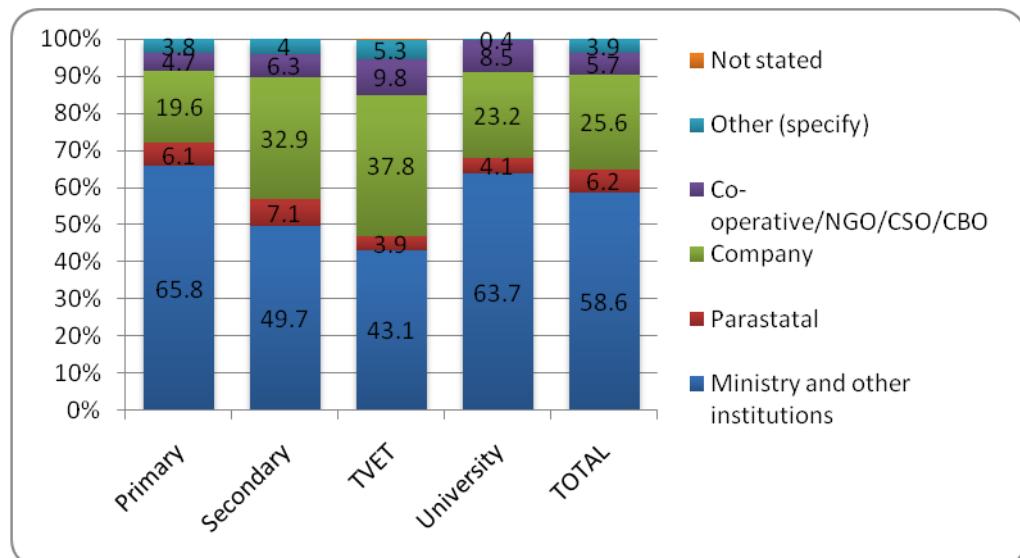
- About 47.2 percent of employees have had a previous job different from the current one after reaching 15 years of age. The percentage of such employees ranges from 44.2 percent for those working in primary schools to 65.3 percent for those working in universities.

**Graph 5. 10: Percentage distribution of employees by whether the current employment is the first one, according to Type of learning institution**



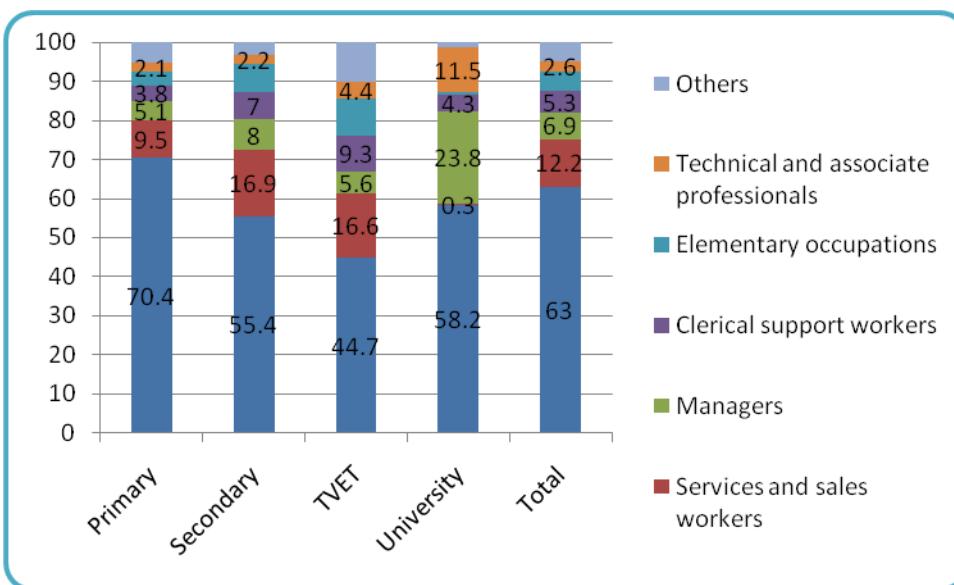
- The type of establishment previously worked for is mostly either a company (25.6 percent) or ministry/public institutions (58.6 percent). These two major types of previous establishments are common for all Learning institutions but with, to somewhat, varying levels between one learning institution type and another.

**Graph 5. 11: Percentage distribution of employees who worked in other establishment before by the type of establishment they previously worked for, according to Type of learning institution**



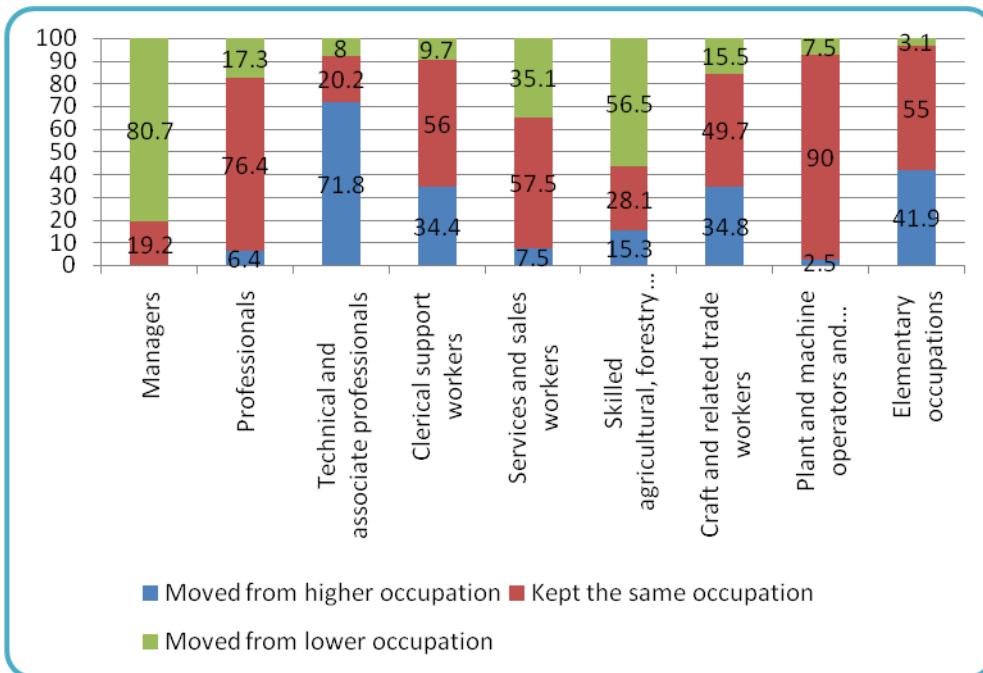
- The previous occupational structure of employees who previously worked for other establishments shows higher prevalence of professionals (63 percent), services and sales workers (12.2 percent) and managers (6.9 percent) compared to other occupational categories. The previous occupational structure of employees in universities is somewhat different from those of other categories of learning institutions.

**Graph 5. 12: Percentage distribution of employees who worked in other establishment before by their occupation in establishment they previously worked for, according to type of learning institution**



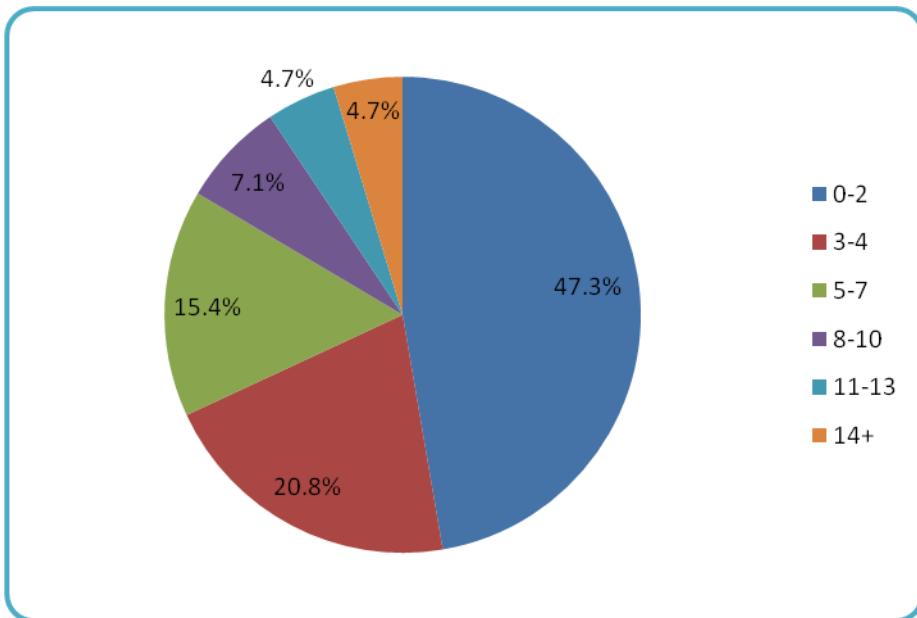
- As far as occupational mobility is concerned, it has been found that 80.8 percent of presently managers were moving from lower occupational categories in their previous establishment; About 23.7 percent of presently professionals were moving from other occupations , mostly lower, in their previous establishments; about 79.8 percent of presently technical or associate professional were moving from other occupations , mostly higher, in their previous establishments; about 44 percent of presently clerical and support workers were moving from other occupations, mostly higher, in their previous establishments; about 42.5 percent of presently services and sales workers were moving from other occupation categories, whether higher or lower, in their previous establishments; about 71.9 percent of presently skilled agricultural, forestry and fishery workers were mostly moving from lower occupation in their previous establishment; about 50.3 percent of presently craft and related trade workers were moving mostly from higher occupational categories in their previous establishments; about 10 percent of presently plant and machine operators and assemblers were moving from other occupational categories ,mostly higher, in their previous establishments and finally about 45percent of presently engaged in elementary occupations were moving from other occupations , mostly higher, in their previous establishments.

**Graph 5. 13: Percentage distribution of employees by their current occupation according to the positions of previous occupations compared to the current one**



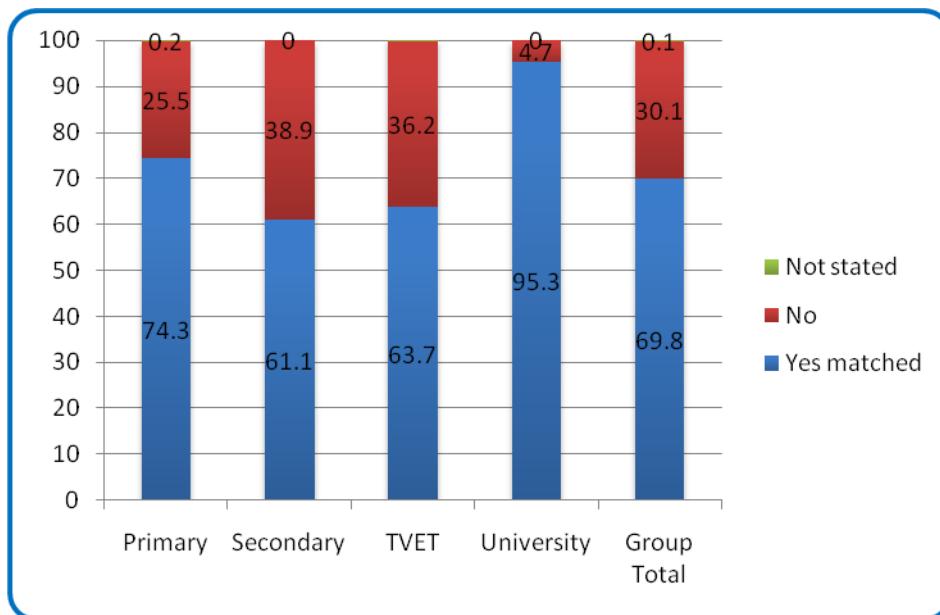
- Regarding the duration of service in the previous job, it is found that slightly less than a half (47.3 percent) of employees previously worked in other establishments had a service duration there of no more than two years, about 20.8 percent had worked there for 3-4 years, and 15.4 percent had worked for 5-7 years. Hence only 16.5 percent of them had worked there for more than 7 years.

**Graph 5. 14: Percentage distribution of employees by working experience (in years) in establishment they previously worked for**



- Employees were asked about the reason why they quit their previous job. Some staff (14.7 percent) reported 'underpayment' was the main reason, 10.3 percent reported 'restructuring', 12.3 percent and 19.4 percent reported the reason was respectively 'poor working conditions' and 'family commitments'. The magnitude of unspecified answers is extraordinary too big (26.5 percent), most probably 'others' was mistakenly stated instead of one of given alternatives. So the answers of 'others' needs correction and/or recoding.
- Information was collected from employees previously worked for other establishments about the entire duration of work in specified type of establishments/organizations including the present one. In general, the mean work duration in all organizations is 9.7 years: divided as 6.8 in 'ministry and other public institutions'; 1.5 in a 'company' and less than 6 months in each of the remaining specified organizations. The mean work duration ranges from 7.8 years for those currently work for secondary schools to 11.2 years for those presently work in universities.
- The first job, for those previously worked for other establishments, matched the employee education in 69.8 percent of the cases. The percent of employees with education matched first job ranges from 61.1 percent for those presently work in secondary level to 95.3 percent for those presently work in universities

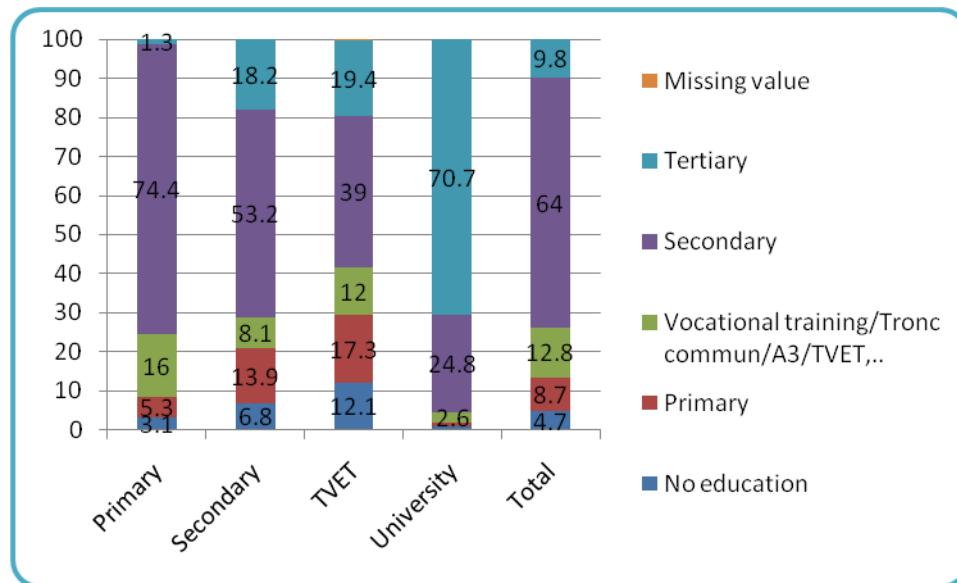
**Graph 5. 15: Percentage distribution of employees by whether their previous job matched their education, according to Type of learning institution**



- All employees irrespective of their previous work status were asked about their educational attainment when they first entered the labor market: the concentration was noticed for the educational categories of 'secondary' (64.0 percent), 'vocational training/TVET' (12.8 percent),

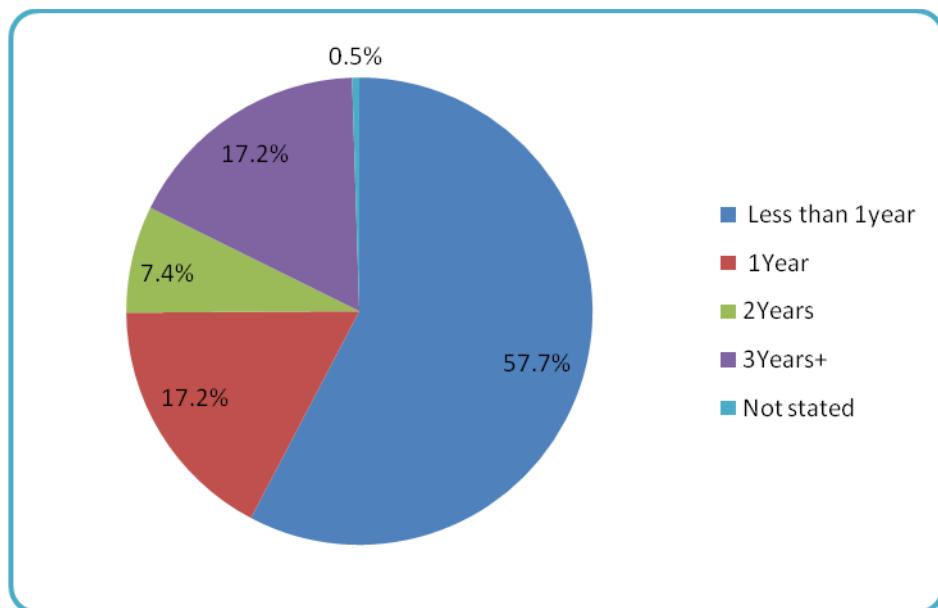
'tertiary' (9.8 percent) and 'primary' (8.7 percent). Some variation over learning institutions categories exists.

**Graph 5. 16: Percentage distribution of employees by their highest level of education when they first entered the labour marker, according to Type of learning institution**



- More than a half of the employees (57.7 percent) found their first job within a year of their graduation. Those who kept searching for a job for 3 years or more amounts to 17.2 percent of all employees.

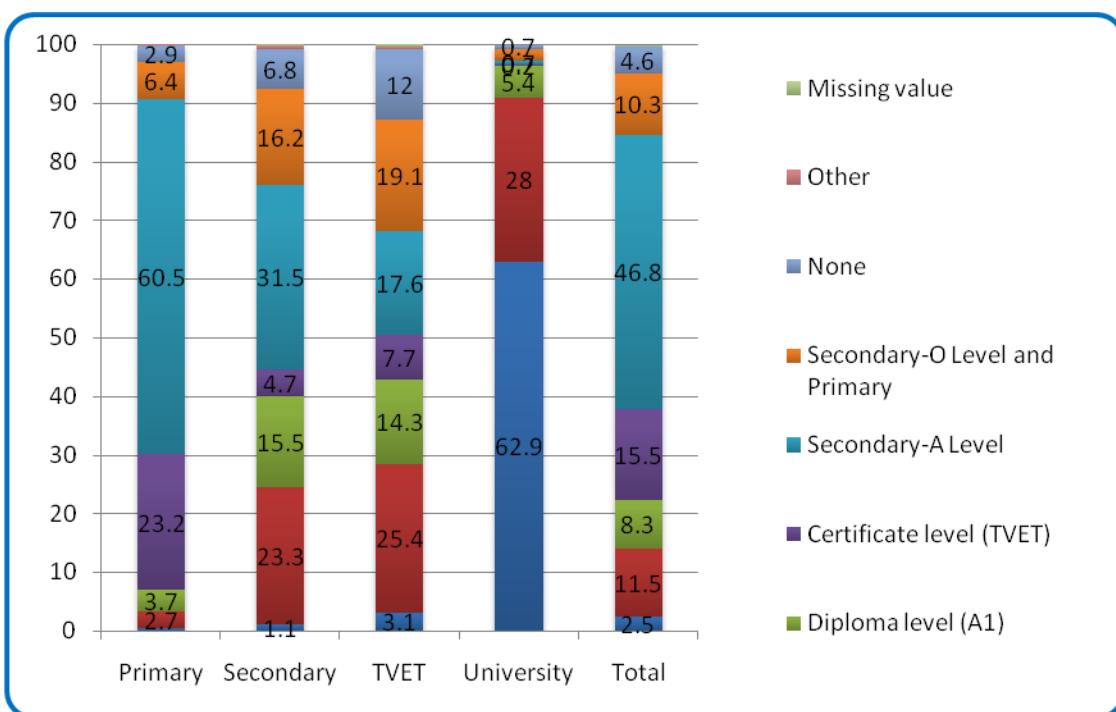
**Graph 5. 17: Percent distribution of employees by the time it took them to find their first job after turning 15 years old**



## B. Formal educational Background

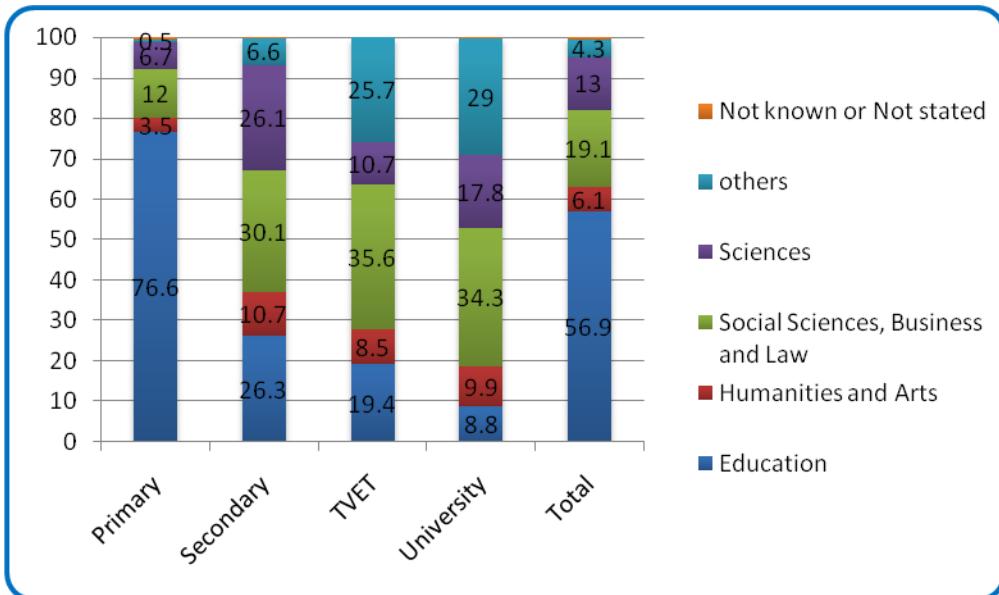
The most popular levels of educational attainment of employees in learning institutions are 'secondary-A level' (46.8 percent), "certificate level-TVET"(15.5 Percent) "bachelors" (11.5), and 'primary and Secondary-O Level '(10.3 percent) and "Diploma level-A1" (8.3 percent). The employee educational structure varies considerably over learning institutions categories.

**Graph 5. 18: Percentage distribution of employee by their highest level of formal education, according to Type of learning institution**



- Employees with Secondary A-level and above were asked about the field of study: the results indicate that about 56.9 percent of employees have education as the field of study, followed by Social sciences, Business and Law (19.1) and Sciences programs (13.0 percent). The employee field of study varies to large extent over learning institutions types.

**Graph 5. 19: Percentage distribution of employees with at least secondary A level by the field of studies, according to Type of learning institution**

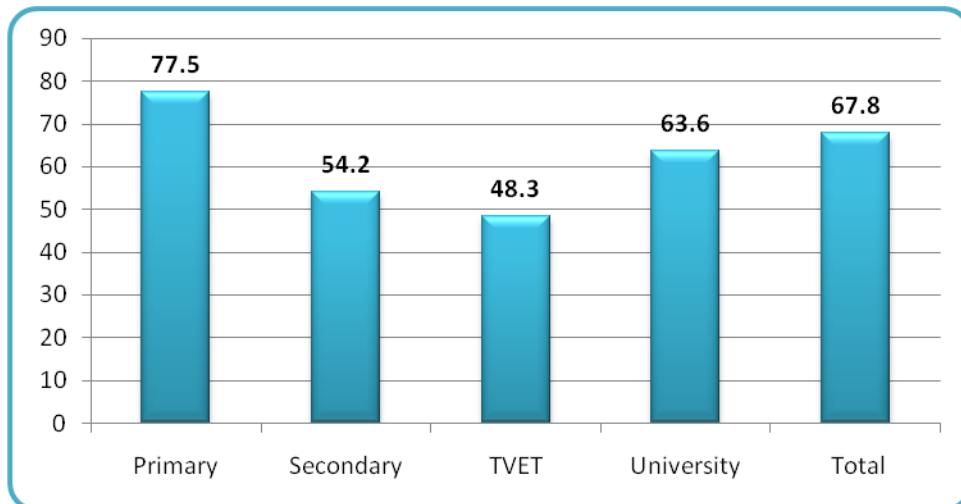


- The overwhelming majority of employees with secondary A-level or above (89.7 percent) have obtained their education in Rwanda. This is true for all learning institution categories.

### **C. Vocational training/ other training/type of training undertaken in the past**

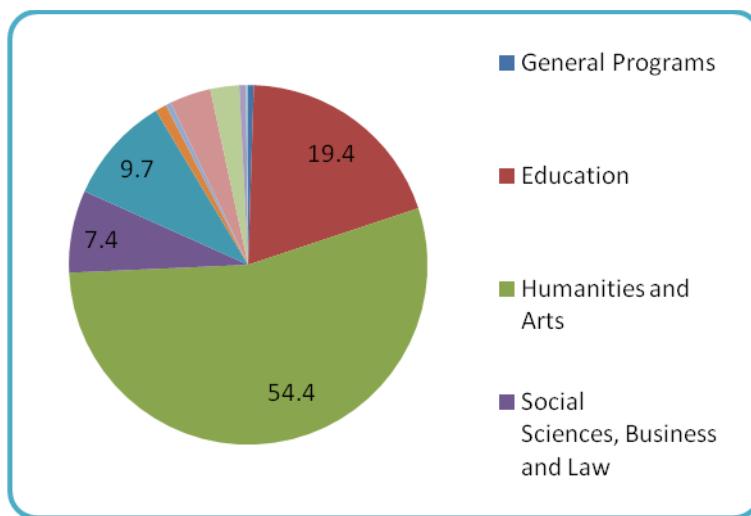
- About 67.8 percent of learning institution employees have received other training since they joined the present employer. The prevalence of such kind of training is as low as 48.3 percent in TVET education and as high as 77.5 percent in primary learning institutions.

**Graph 5. 20: Percentage of employees who have received any kind of training since they joined the current employer, according to Type of learning institution**



- The most common training fields are Humanities and Arts (54.4 percent) and education (19.4 percent). In general the most common training fields in all types of learning institutions are education, humanities and arts

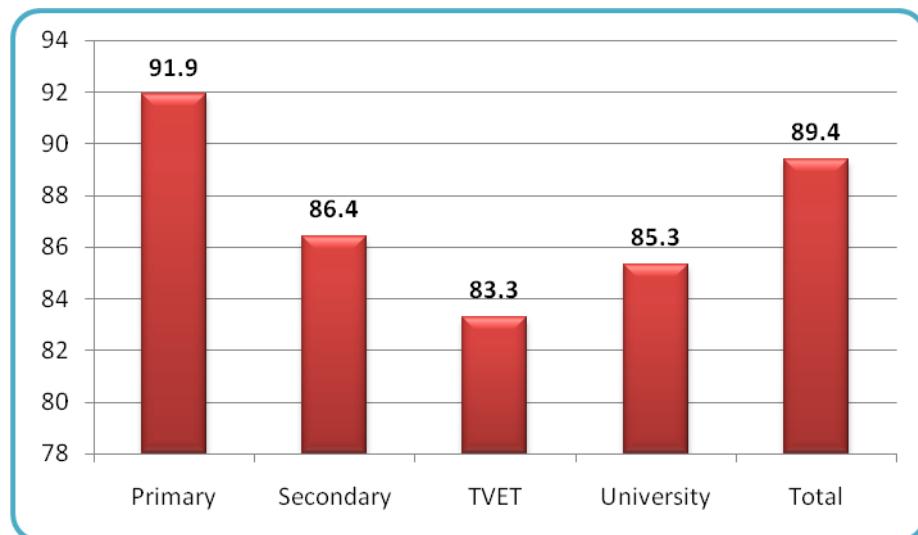
**Graph 5. 21: Percentage distribution of employees received training since they joined the current employer by the major field of training**



- The most common training modes were 'on-the- job' (reported by 55.8 percent of concerned employees), followed by apprenticeship (22.7) and formal training institutions (18 percent). Slight variability in the structure of training mode over learning institutions was observed. The training period is averaged 1 month for all types of learning institutions.

- Generally, the purpose of such mentioned training was not to get a formal degree, as 'no educational qualification' was reported by 69 percent of those undertook such training, and only a certificate was received by 30.6 percent of concerned trainees. Mainly the training has been undertaken in Rwanda (99.1 percent)
- Employees did not receive any training since they had joined the present employers were asked about the reason, the reported main reasons are 'not offered to me personally' (57.8 percent), 'no training needed for my job profile' (24.5 percent) and 'no training policy in place' (4.9 percent). Apparently the reason for not having training has similar pattern in all types of learning institutions.
- More than one fifth of employees (23.5 percent) are involved in designing the training plans in their learning institutions. Substantial variability by types of learning institutions exists: while the involvement level is similar in primary (22.6 percent) and secondary (22.4 percent) schools, it is slightly higher at TVET (25.1 percent) and greatly higher in tertiary learning institutions (53.8 percent).
- A big majority of employees (89.4 percent) expressed the need for acquiring some skills to improve their performance. The prevalence of those in need for some skills is lowest in TVET (83.3 percent) and highest in Primary learning institutions (91.9 percent).

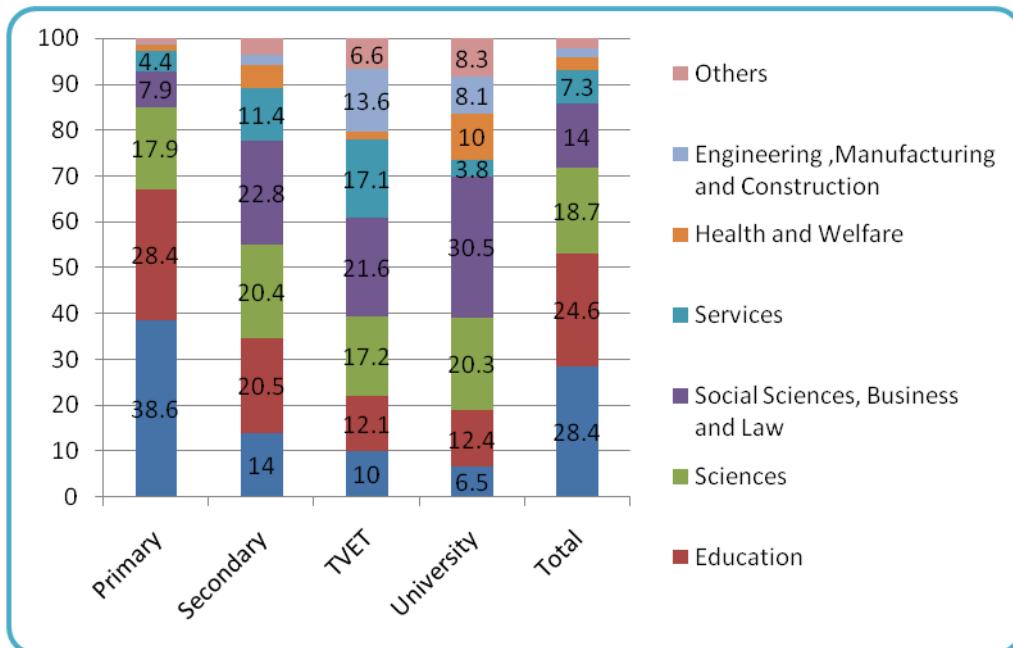
**Graph 5. 22: Percentage of employees who need any specific skills to improve their performances**



- The area of lacking skills is largely dependent on the type of the learning institutions: the lacking skills in Humanities and Arts is highest in primary schools (38.6 percent) followed by education (28.4 percent) ; In secondary schools the needed skills are highest in social sciences (22.8

percent), followed by education (20.5 percent) and sciences (20.4 percent); for TVET, the reported needed skills is highest in the field of social sciences, business and law (21.6 percent) followed by sciences (17.2 percent) and services (17.1 percent) and for tertiary learning institution the area of lacking skills is highest (30.5 percent) in social sciences, business and law followed by sciences (20.3 percent) and education (12.4 percent).

**Graph 5. 23: Percentage distribution of employees who have reported that they need specific skills to improve their performances by area of lacking skills, according to Type of learning institution**



- Language proficiency has been inquired about. In general, 72.7 percent of employees in Learning institutions are able to speak English and 70.6 percent are able to write in English; about 80.1 are able to speak French and 80.2 percent are able to write in French; about 95.5 percent are able to speak Kinyarwanda and 98.2 percent are able to write in Kinyarwanda and about 19.6 percent are able to speak Swahili and 121 percent are able to write in Swahili.

#### **D. Performance appraisal**

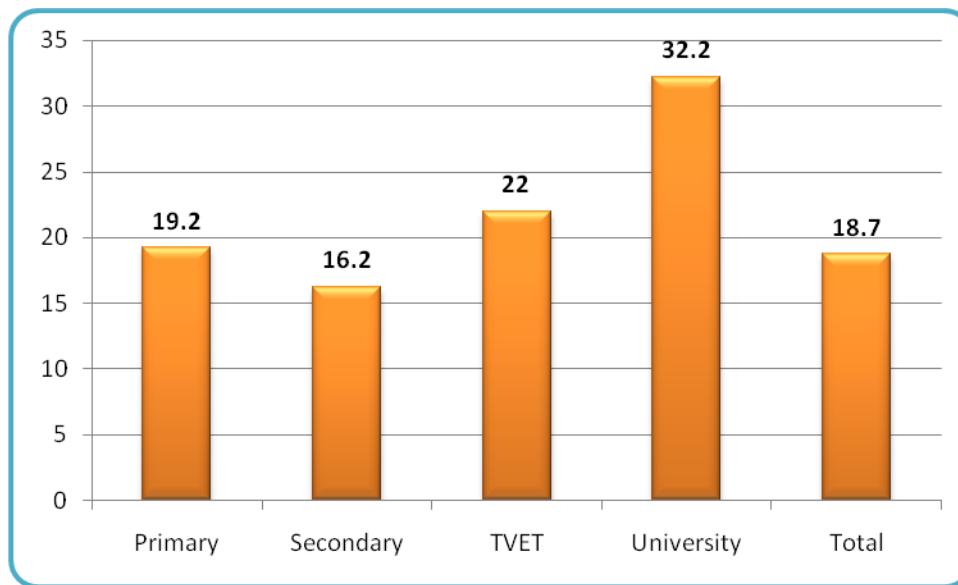
- About 96.1 percent of employees in learning institutions have ever had performance appraisal. It is insufficiently done in universities (91.4 percent) and highly done in primary (97.4 percent).
- About 70 percent of employees have performance appraisal either monthly (36.3 percent) or Quarterly (33.7 percent). Ad hoc performance appraisal is also done (20.3 percent) and some employees have had it annually (6.6 percent).

- In most cases, appraisal is performed by general manager/director (51.8 percent), by immediate supervisor (22.4 percent), by HR officer (12.4 percent) or department head (6.4 percent). The overwhelming majority of employees (94.9 percent) receive appraisal feedback.

## E. Career growth

- Promotion is not quite prevalent at learning institutions: It has ever taken place for only 18.7 percent of all employees. Yet, promotion occurs at higher levels in tertiary learning institutions (32.2 percent) and TVET (22 percent).

**Graph 5. 24: Percentage of employees who have been promoted, according to Type of learning institution**

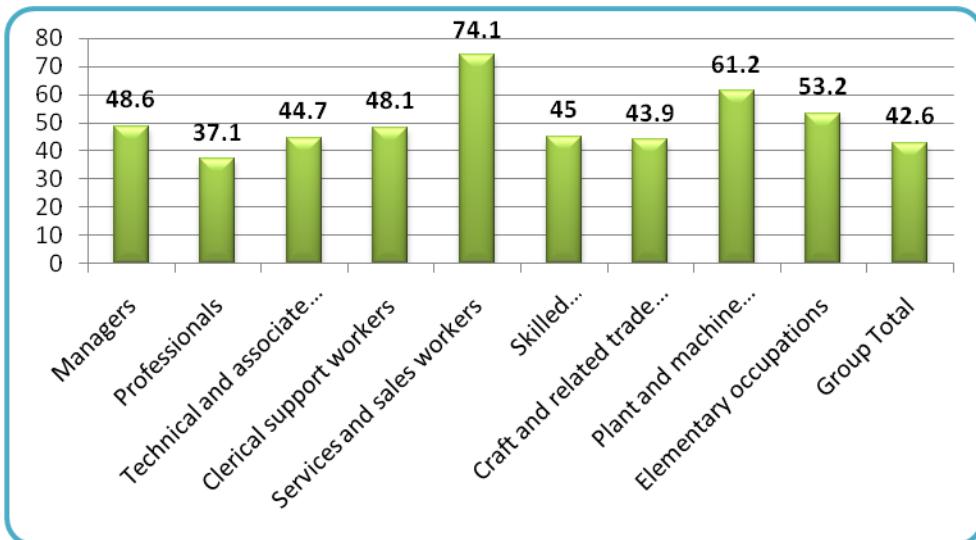


- Almost (40.0 percent) of the promotions occurred within the two years preceding the survey. Such recent promotion is more dominant in TVET institutions (56.3 percent), secondary institutions (53.9) and in universities (51.2 percent).

## F. Working terms and conditions

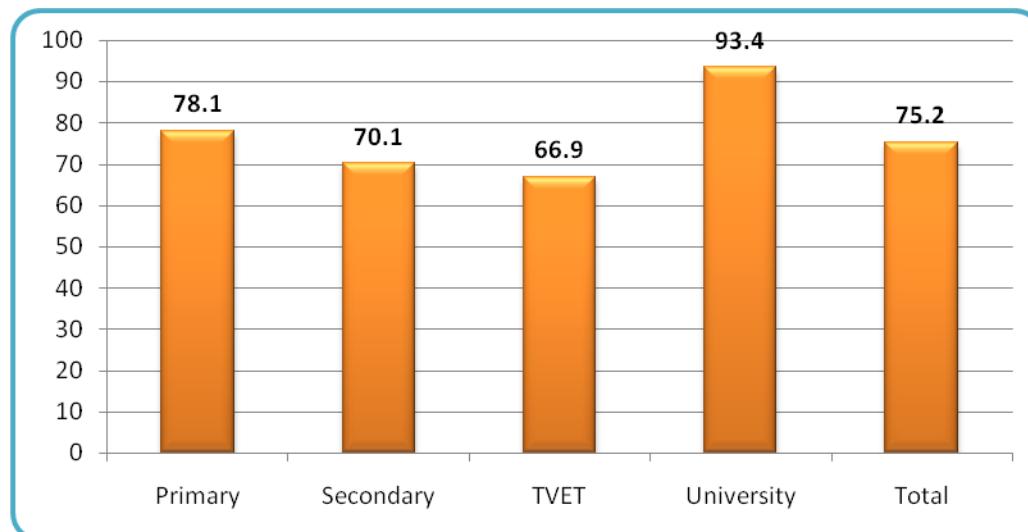
- The average working hours per week of employees in learning institutions is about 42.6 hours. It is lowest at Primary level (41.7 hours) and highest at TVET (47.3 hours). The average working hours is relatively higher (43.4 hours) for Secondary. The average working hour is substantially higher for services and sales workers (74.1).

**Graph 5. 25: Average weekly working hours by occupation**



- In total, about three quarters of employees (75.2) are entitled to annual leave. Annual leave entitlement varies considerably over learning institutions: it is as low as 66.9 percent for TVET employees and as high as 93.4 percent for Universities. The mean length of annual leave is about 31 calendar days, equivalent to about 21 working days. Slight variations across types of learning institutions and occupation categories are observed.

**Graph 5. 26: Percentage of employees who are entitled to annual leave days, according to Type of learning institution**

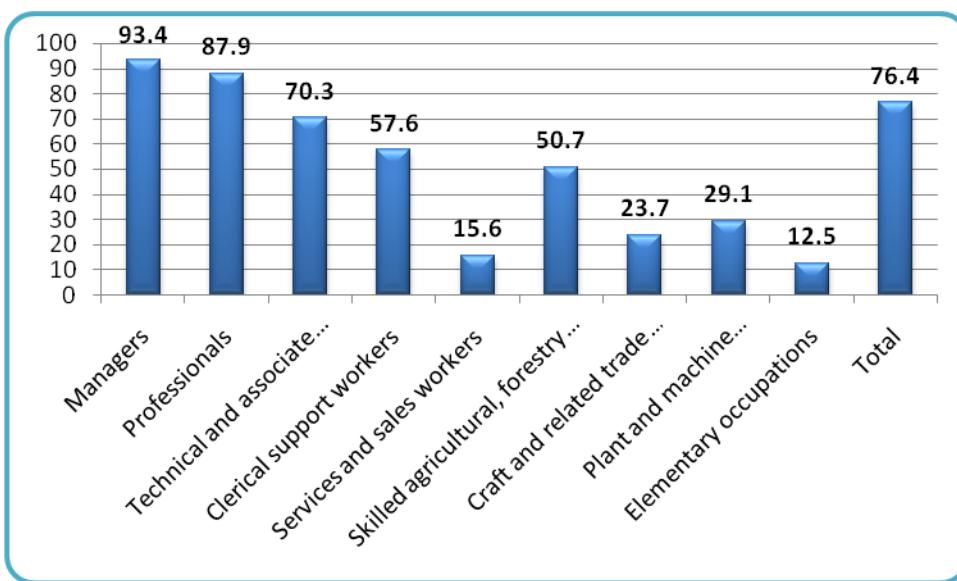


- It takes more than half an hour to get to work place for only 37.5 percent of all employees, particularly those of plant and machine operators and assemblers (58.5 percent). The most

common mode of transport is 'on foot' (82.1 percent) followed, but very distant, by 'public transport' (7.9 percent).

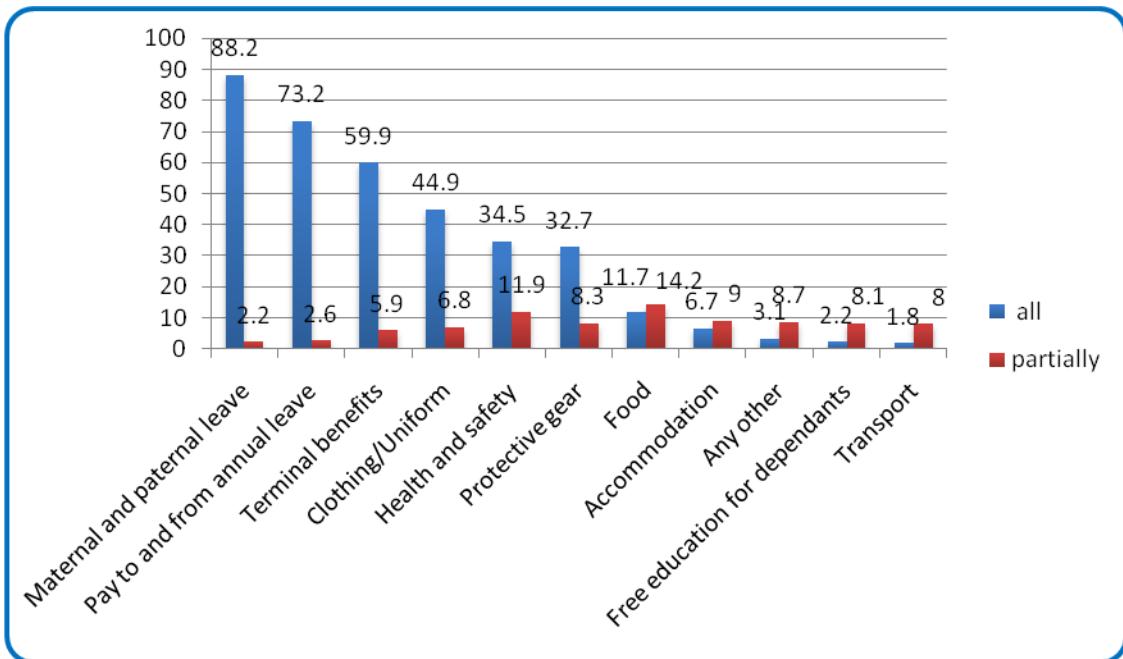
- About 75.2 percent of employees are entitled to medical care assistance from the employer. The prevalence of this benefit is as low as 66.9 percent in TVET institutions and as high as 93.4 percent in universities. The prevalence of health care assistance is extremely low (12.5 percent) among employees with elementary occupations and among services and sales workers (15.6 percent). It is as high as 87.9 percent for professionals' occupations and 93.4 percent for managers. The coverage of health care assistance is only partial for the big majority of employees (96.2 percent). The coverage extends to families of about 69.1 percent of employees.

**Graph 5. 27: Percentage of employees who are entitled to medical care assistance, according to occupation**



- Employees may enjoy some other benefits provided by employers, the most common of such benefits are maternal and paternal leave (provided in full to about 88.2 percent of employees and partially to about 2.2 percent of employees ); paid annual leave (provided in full to about 73.2 percent of employees and partially to about 2.6 percent of employees ); terminal benefits provided in full to about 59.9 percent of employees and partially to about 5.9 percent of employees; clothing/uniform provided in full to about 44.9 percent of employees and partially to about 6.8 percent of employees; and protective gear provided in full to about 32.7 percent of employees and partially to about 8.3 percent of employees.

**Graph 5. 28: Percentage of employees who have reported that they get some benefits from their employer by occupation**

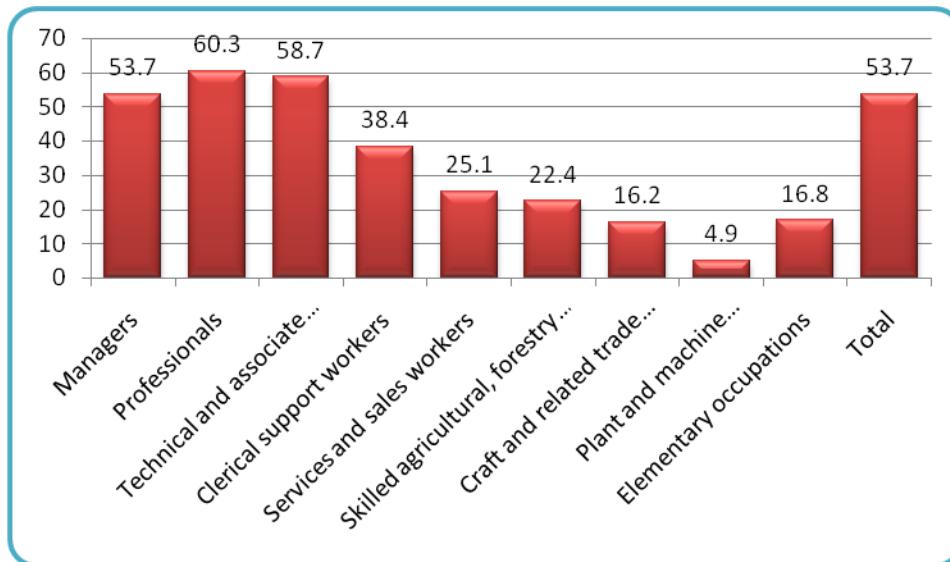


- More than a half of employees (56.8 percent) reported that no salary raise is granted, this is slightly higher among employees of secondary institutions (59.5 percent). Even for those reported receiving salary increment, about 35.5 percent of them receives the raise once every a period exceeding three years. The vast majority of employees (90.8 percent) receive no annual inflation-adjustment raise.

#### **G. Labor rights and related issues**

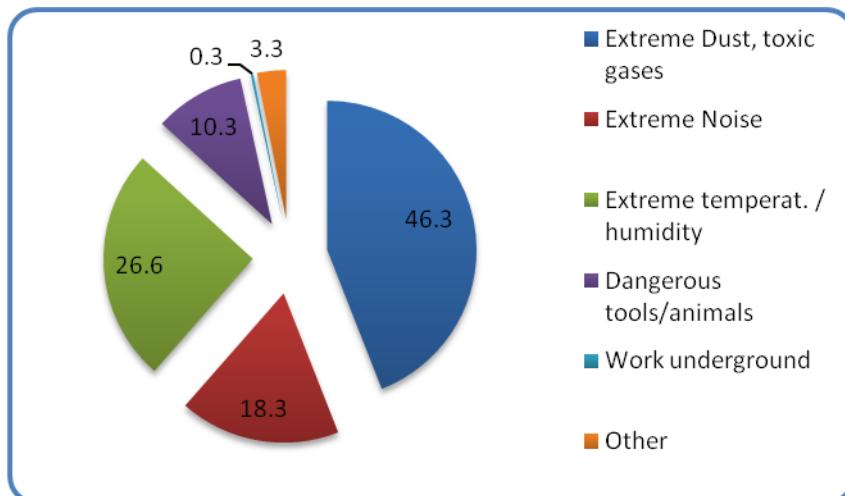
- A little over a half of all employees (53.7 -percent) are members of a trade union or other collective bargaining association, such membership varies to large extent with occupation: it ranges from 4.9 percent for plant and machine operators and assemblers to 60.3 percent for professionals. Concerning learning institutions differentials, membership in mentioned organizations is lowest (31.7 percent) for TVET and highest (60.6 percent) for Primary institutions. The non-membership of the majority of non-member employees is mostly attributed to unawareness of such trade unions or collective bargaining associations (72.7 percent)

**Graph 5. 29: Percentage of employees who are member of any trade union or any other collective bargaining association, according to occupation**



- About 86.7 percent of employees reported that Employers regularly contribute to employee social security fund. The level varies considerably with occupation: it is lowest (60.7 percent) for services and sales workers and highest (100 percent) for skilled agricultural, forestry and fishery workers. In addition, an intangible differential over types of learning institutions exists: the level ranges from 79.8 percent for TVET to 90 percent for universities.
- The information on exposure to hazardous work conditions indicates that about 46.3 percent of employees are exposed to extreme dust or toxic gases; 18.3 percent are exposed to extreme noises; 26.6 percent are exposed to extreme temperature or humidity and 10.3 percent are exposed to dangerous tools or animals.

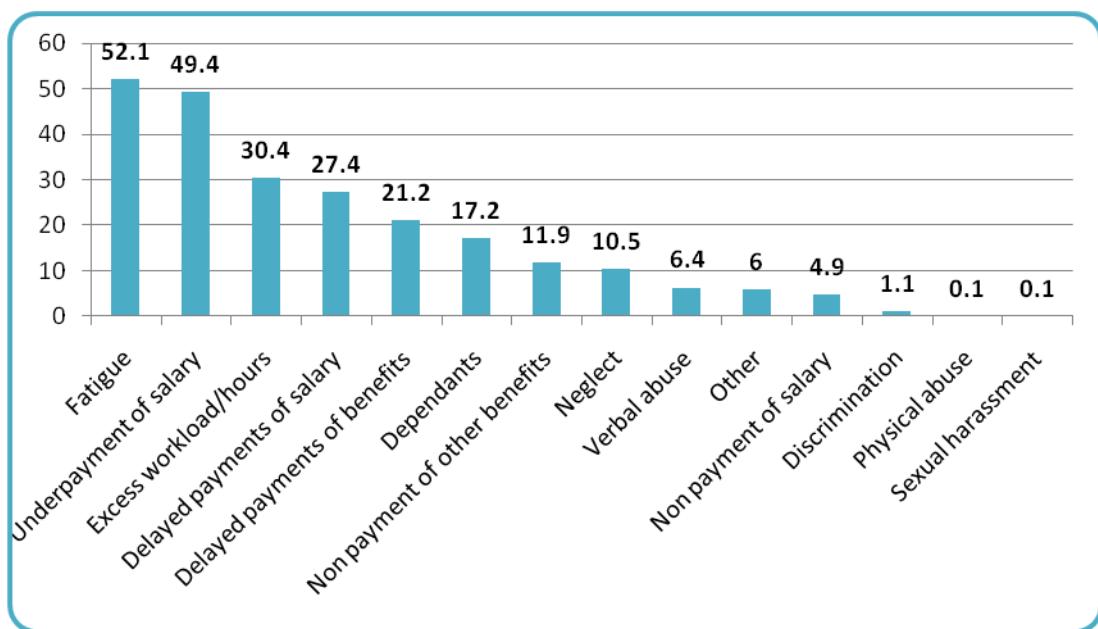
**Graph 5. 30 Percentage distribution of employees who have reported that their activities expose them to specified dangers**



## H. Challenges at workplace

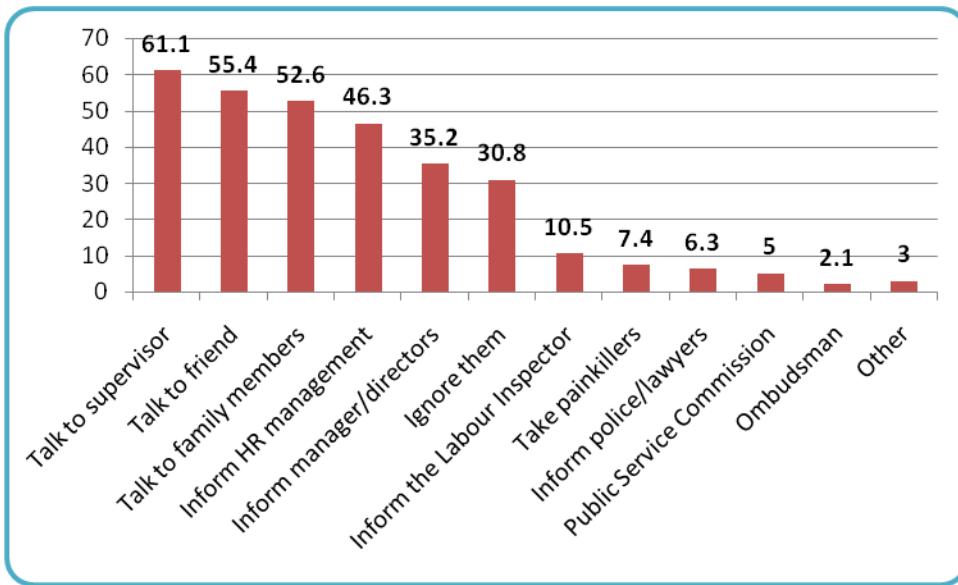
- The reported challenges at workplace are mostly fatigue (reported by 52.1 percent of employees); followed by underpayment of salary (49.4 percent) excessive workload/hours (reported by 30.4 percent of employees); delayed payments of salary (27.4 percent) and delayed payments of benefits (21.2 percent). Moderate variations in challenges prevalence over learning institutions and occupational categories exist.

**Graph 5. 31: Percentage of employees who reported that they face some specified challenges at work by type of faced challenges**



- The reported most common ways of reacting against faced challenges at work place are 'talk to supervisor' (61.1 percent); 'talk to a friend' (55.4 percent); 'talk to a family member' (52.6 percent); 'inform HR management' (46.3 percent), inform manager/directors (35.2 percent), and 'Ignore them' (30.8 percent). Insubstantial differentials by types of learning institutions and occupational categories are observed.

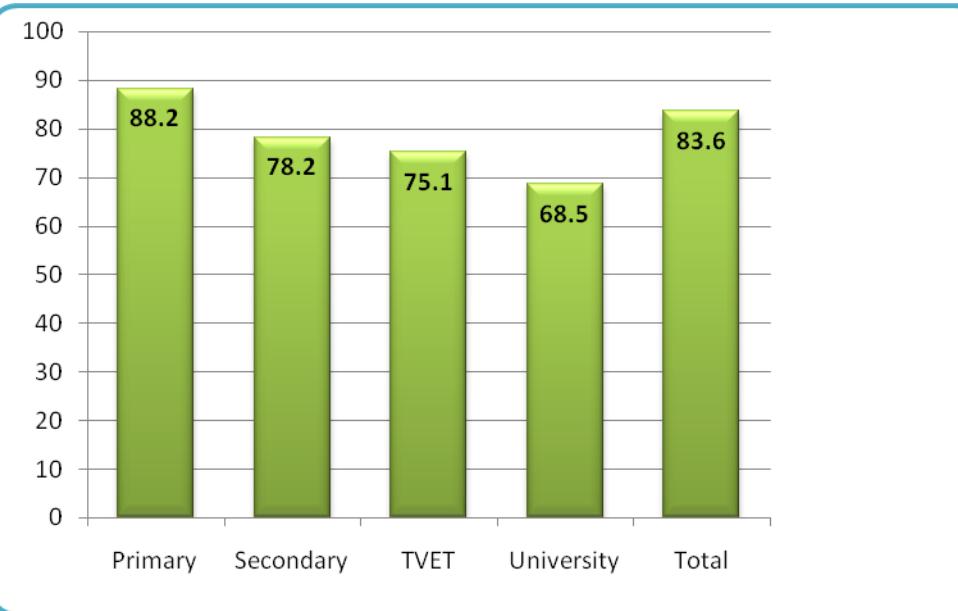
**Graph 5. 32: Distribution of employees by the first priority way of reacting against faced challenge, according to occupation**



### I. Gender

- About 83.6 percent of employees in learning institutions reported that their organizations have a gender policy in place. The reported prevalence of such policy is lowest in universities (68.5 percent) and highest in primary levels (88.2 percent). In addition, the vast majority of employees (81.5 percent) declared that there is no preferential treatment due to sex in their organizations.

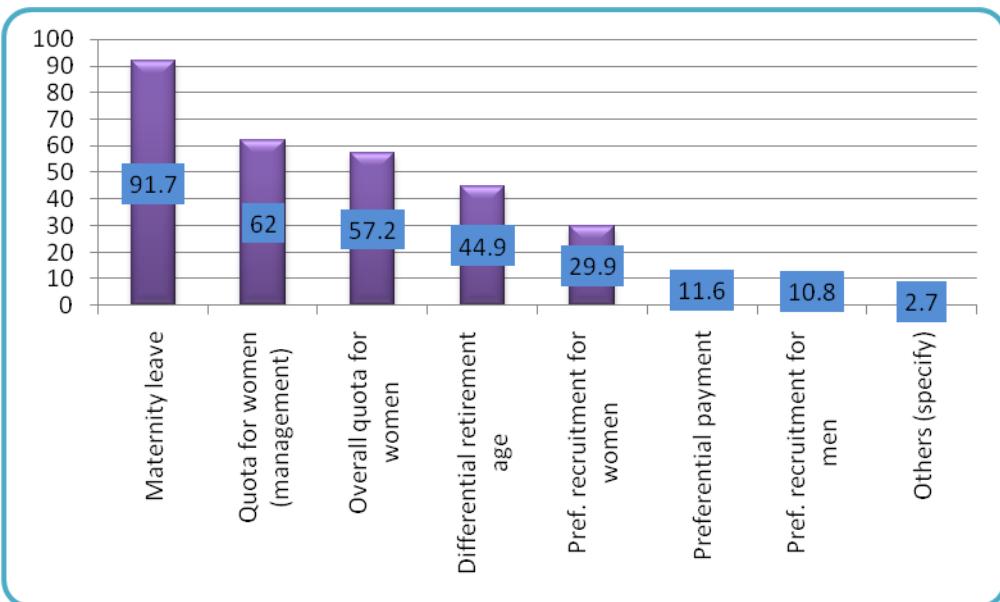
**Graph 5. 33: Percentage of employees who repowered that their organisation has a gender policy , according to Type of learning institution**



- Furthermore, employee opinion on whether learning institutions should practice some specified form of preferential treatment based on sex has been gauged, the suggested major preferential

treatments are in order 'maternity leave' (91.7 percent); 'quota for women in management'(62 percent); 'overall quota for women'(57.2 percent);' differential retirement age'(44.9 percent) and 'preferential recruitment for women' (29.9 percent).

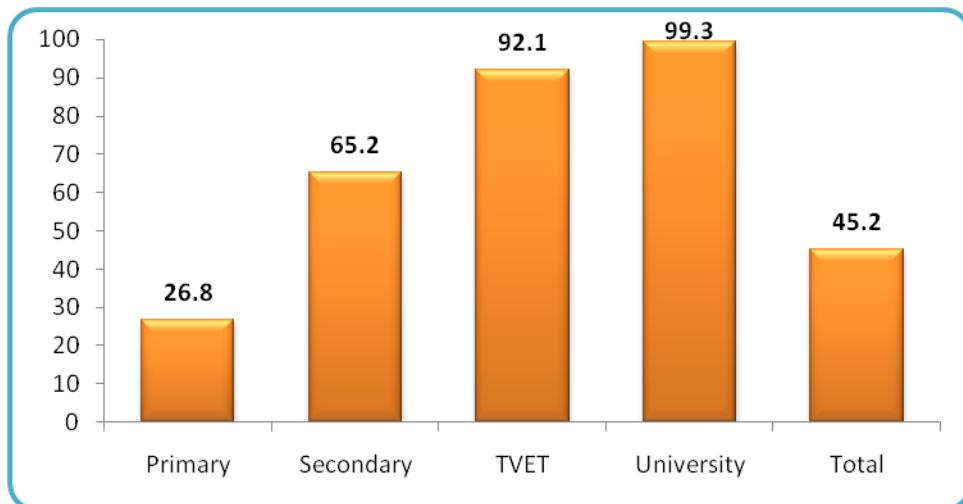
**Graph 5. 34: Percentage of employees by their opinions on whether any establishment should practice any form of preferential treatment due to sex by the type of preferential treatment**



#### **J. Use of ICT**

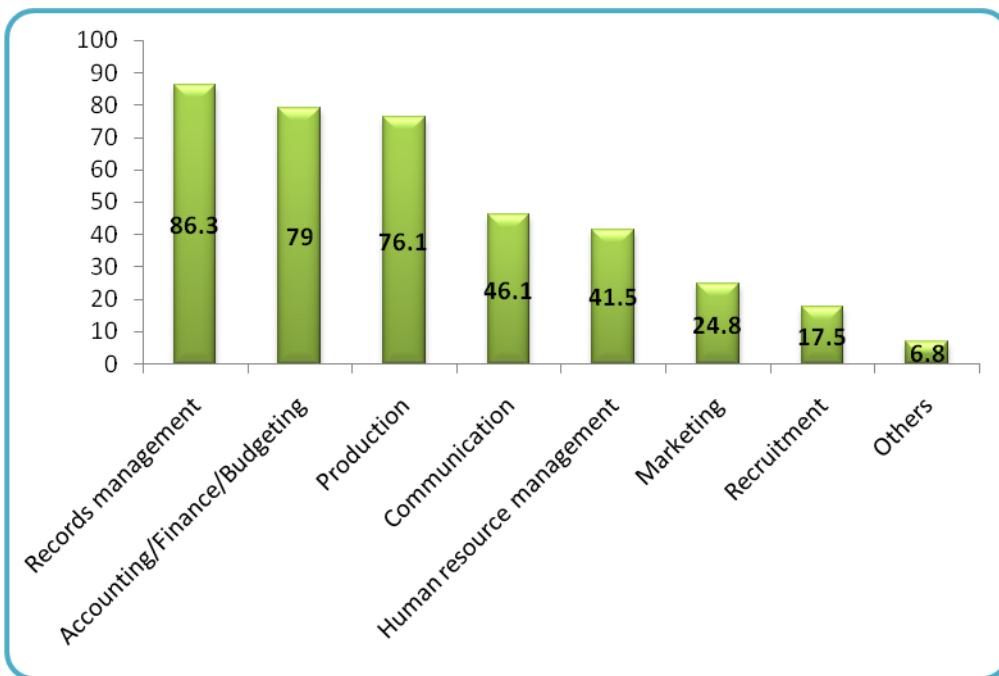
- Less than a half of the employees in learning institutions (45.2 percent) reported that their institutions have introduced ICT facilities; the reported prevalence of ICT facilities is lowest at primary level (26.8 percent) and highest at university institutions (99.3 percent) and TVET learning institutions (92.1percent).

**Graph 5. 35: Percentage of employees who reported that their organisation has introduced the use of ICT, according to Type of learning institution**



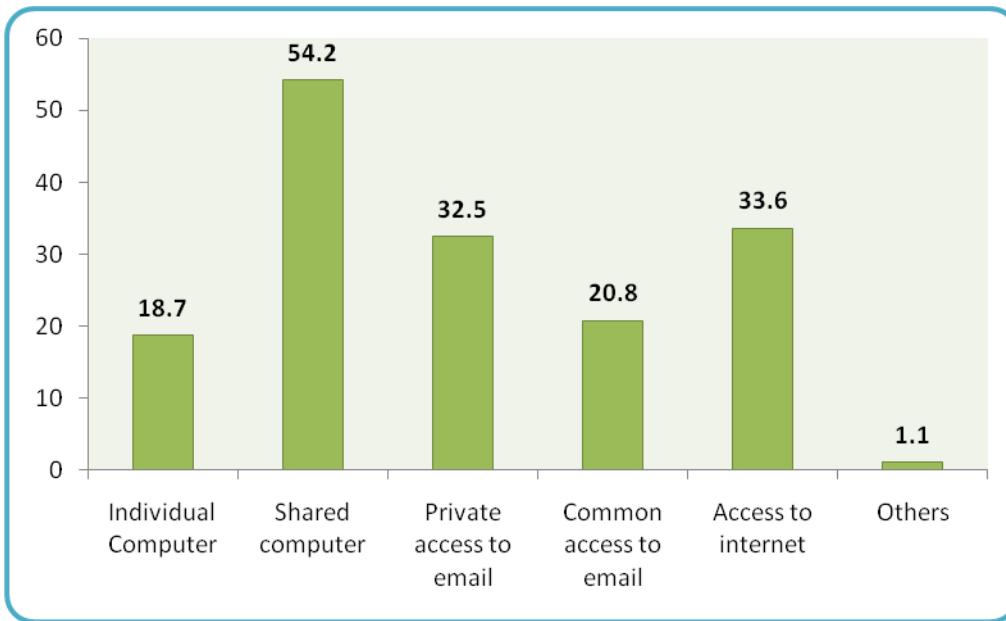
- Employees whose organizations have ICT facilities in place have been asked about what ICT is used for: about 86.3 percent responded it is used for 'records management'; 79 percent responded it is used for 'accounting/finance/budgeting'; 76.1 percent responded it is used for 'production'; 46.1 percent responded it is used for 'communication'; 41.5 percent responded it is used for 'human resource management' and 24.8 percent responded it is used for 'marketing'.

**Graph 5. 36: Percentage of employees who have reported that their establishments have introduced the use of ICT by type of its utilisation**



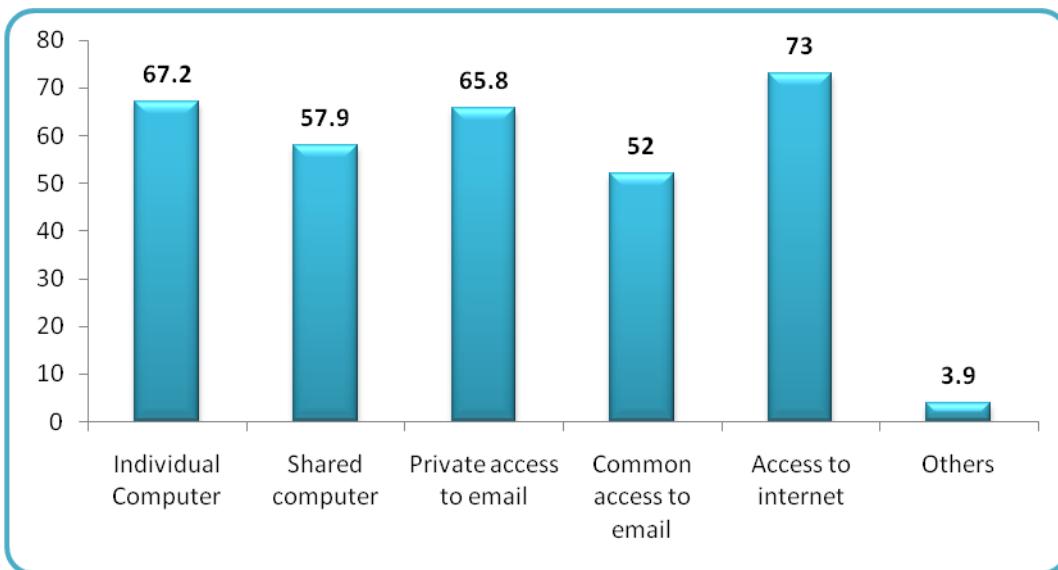
- The big majorities of employees perceived that ICT use has resulted in an increase/improvement in different aspects of performance including 'records management' (80.4 percent); 'accounting/finance/budgeting' (71.7 percent); 'production' (72.6 percent); 'communication' (42.3 percent); 'human resource management' (37.2 percent) and 'marketing' (22.3 percent). Slight variations over learning institutions categories are observed.
- Employees have been inquired whether they personally use any of ICT facilities shown on a list: The responses indicate that 'shared computer' (54.2 percent) is the most used ICT facilities, followed by 'access to internet' (33.6 percent), 'private access to email' (32.5 percent), 'common access to email' (20.8 percent) and 'individual computer' (18.7 percent). Generally, ICT facilities irrespective of its type are least utilized in primary schools compared to other learning institution types.

**Graph 5. 37: Percentage of employees who have reported that they have access to specified ICT facilities**



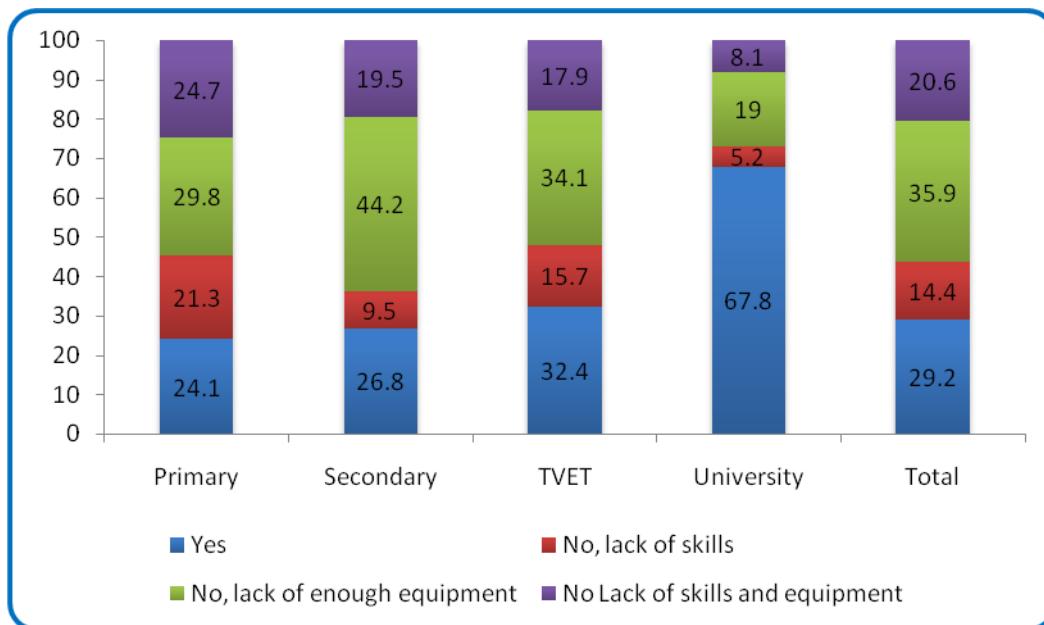
- In addition, the needs of employees for specified ICT facilities to help them perform their daily work has been evaluated: the need for 'access to internet' has been expressed by 73.0 percent of respondents, followed by 'individual computer' (67.2 percent) 'private access to email' (65.8 percent), 'shared computer' (57.9 percent) and 'common access to email' (52.0 percent). The needs for individual ICT facilities have generally been expressed in lower levels in TVET institutions compared with other learning categories.

**Graph 5. 38: Percentage of employees who reported that they need different specified ICT facilities to perform their duty in their daily work**



- Employees using individual computers have been asked whether they feel properly equipped to make full use of the potential of ICT at workplace: less than a third of concerned employees (29.2 percent) responded positively. The prevalence of self-reported properly equipped employees to make full use of ICT is lowest (24.1 percent) in Primary institutions and as high as 67.8 percent for universities.

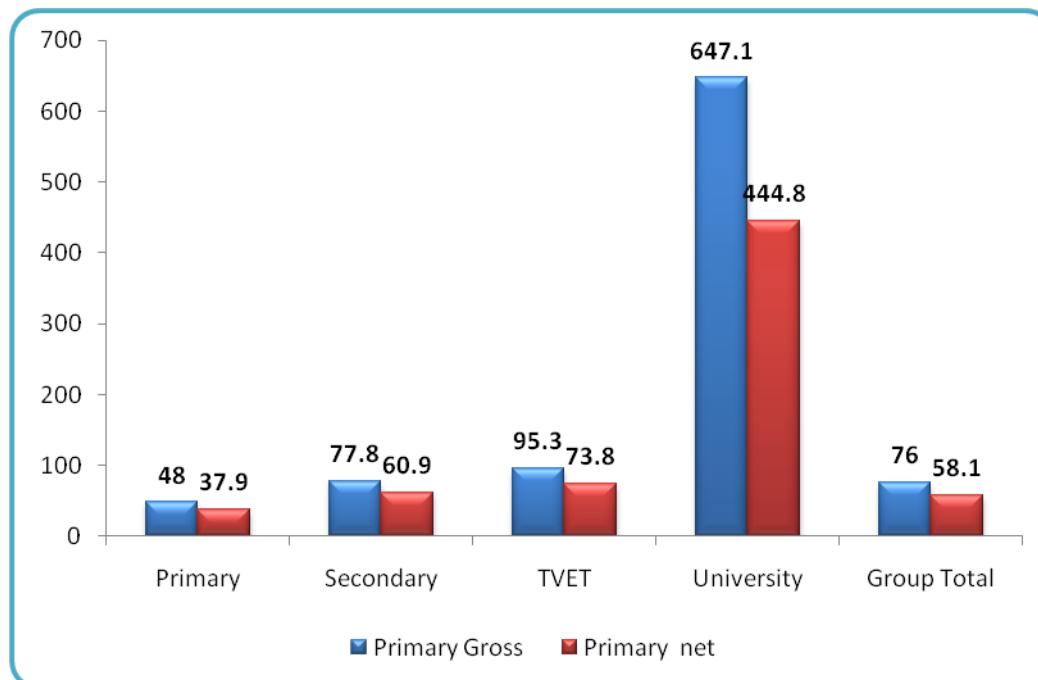
**Graph 5. 39: Percentage distribution of employees using individual computers by whether they feel properly equipped to make full use of the potential of ICT at work place, according to Type of learning institution**



## K. Earnings

- The overall monthly gross and net earnings of employees in learning institutions is averaged at 76 thousand FRW for the former and 58.1 thousand FRW for the latter. The average gross monthly salary ranges from 48.0 thousand FRW in primary schools to 647.1 thousand FRW in universities. In regard with occupational differential, the average gross monthly salary ranges from as low as 22.1 thousand FRW for elementary occupations to as high as 185.8 thousand FRW for managers.

**Graph 5. 40: Mean monthly earning (in thousands) by type of learning institution**

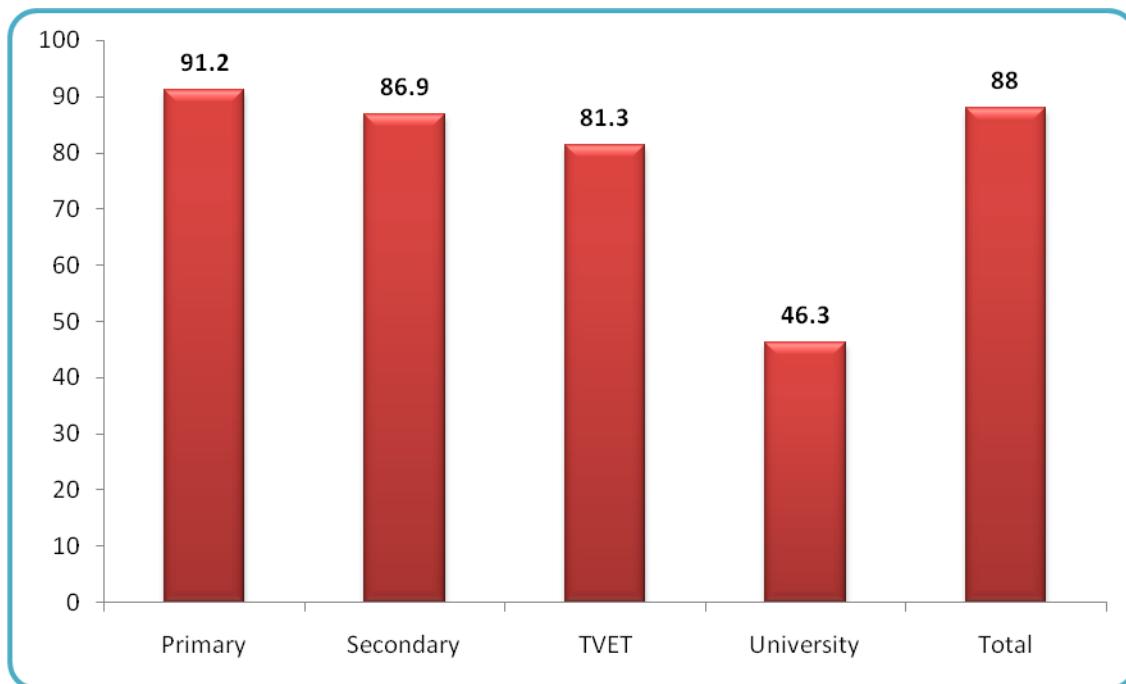


- About 16.0 percent of employees have secondary occupation. The most common secondary occupation for those having it is 'skill agricultural, forestry and fishery workers' (64.7 percent), distantly followed by 'service and sales workers' (10.3 percent). The differential by type of learning institution is insubstantial. The average annual gross income from all additional jobs is estimated at 473.6 thousands FRW.

## L. HIV/AIDS at workplace

- Employees were inquired whether their Learning institutions have an HIV/AIDS policy in place: about 88.0 percent responded positively, the self-reported prevalence of HIV/AIDS policy ranges from 46.3 percent in universities to 91.2 percent in primary.

**Graph 5. 41: Percentage distribution of employees by whether their establishment have an HIV/AIDS policy , according to Type of learning institution**



- In addition, the provided services have been asked about: the availability of VCT services is reported by 92.6 percent of employees whose learning institutions have the mentioned policy; followed by ensuring equal rights (63.3 percent); free condom distribution (10.2 percent); free ARVs for HIV+ workers (8.7percent) and free food for HIV+ workers (3.2 percent). Apart from free condom distribution in universities which is reported by about 50.2 percent of relevant employees, the reported prevalence of other HIV/AIDS services is nearly in the same vicinity for all types of learning institutions

## **M. Job search and candidate preferences**

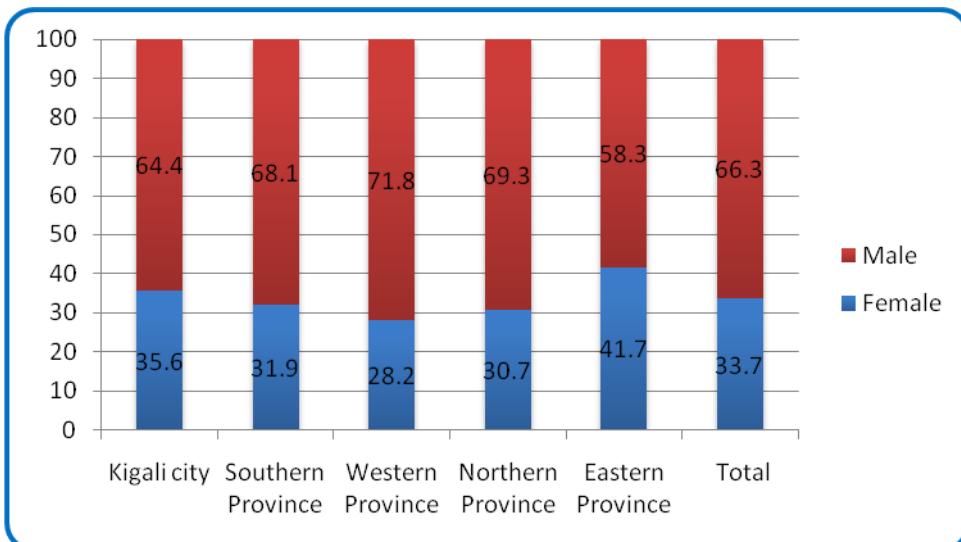
- The results reveal high stability in the present job: only 13.5 percent of employees looking for a different job. In most cases the targeted occupation is similar or higher than the present one.
- Conversely, the majority of employees (76.1 percent) are willing to change their current residence. The main purpose for their desire to move is to get better salary/benefit (76.5 percent). Slightly less than a half of employees willing to move (46.0 percent) are indifferent regarding the destination country, while 43.2 percent of them are willing to move to other place within Rwanda. Those who are willing to move to other place inside Rwanda or to any other EAC country are basically for family reasons (58.9 percent).

### 3.6. Informal Sector Employee

#### O. General personal information

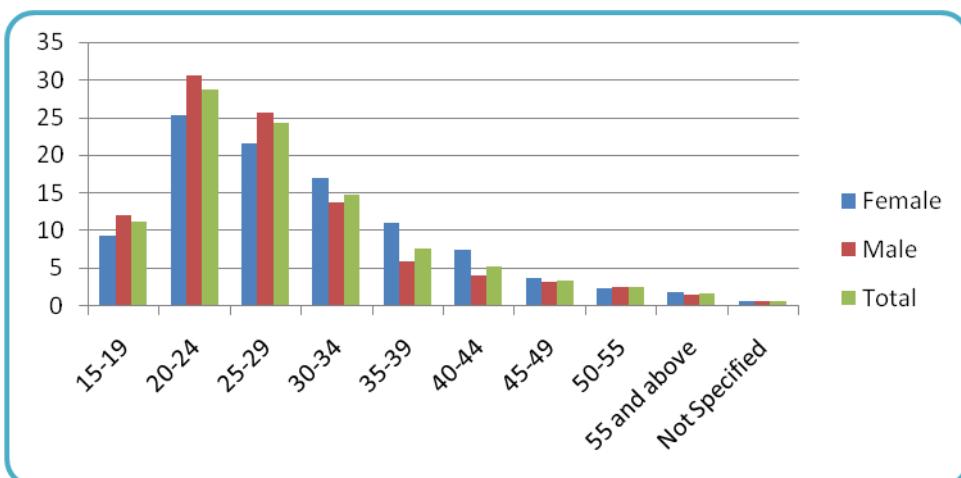
- The total size of implemented sample amounts to 4012 employees
- In total, only 33.7 percent of respondents are females. The prevalence of females is highest (41.7 percent) in Eastern province and lowest (28.2 percent) Western province.

**Graph 6. 1: Percentage distribution of respondents by sex**



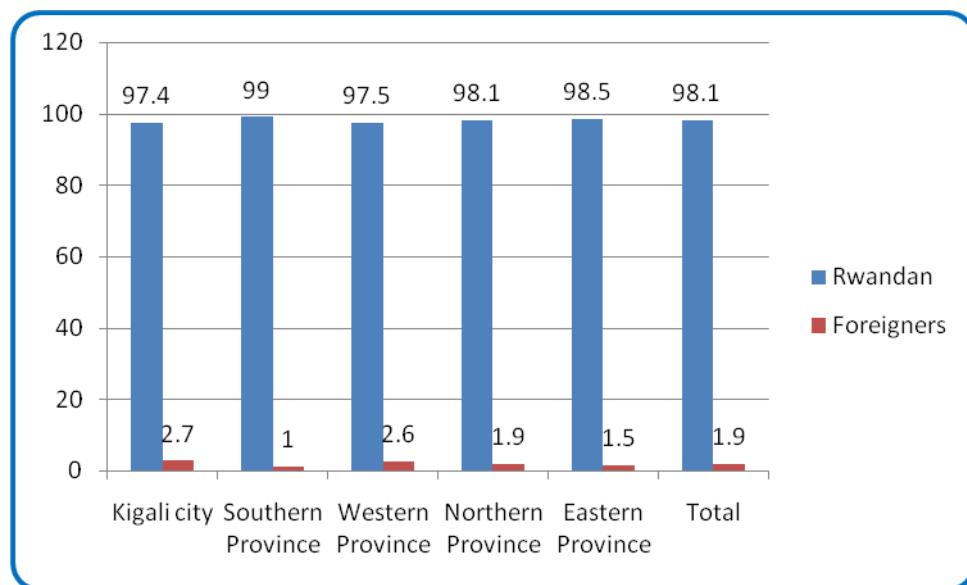
- The majority of employees (67.8 percent) are aged between 20 and 34. While the very young employees represent 11.2 percent and employees aged 55 and above amount to 1.7 percent of the whole sample. Generally, the female age structure indicates that adult (30-49) female employee population is greater than that of male.

**Graph 6. 2: Percentage distribution of respondents by age group, according to sex**



- More than a half (51.3 percent) of respondents is currently never married (single), while married amounts to 47.3 percent. The marital structure shows some variation over provinces where the percentage of married is higher (54.1) in Northern province and Southern province (53.1) , it is low (38.5) in Kigali.
- The overwhelming majority (98.1 percent) of employees are of Rwandan nationality irrespective of the province.

**Graph 6. 3: Percentage distribution of respondents by nationality**

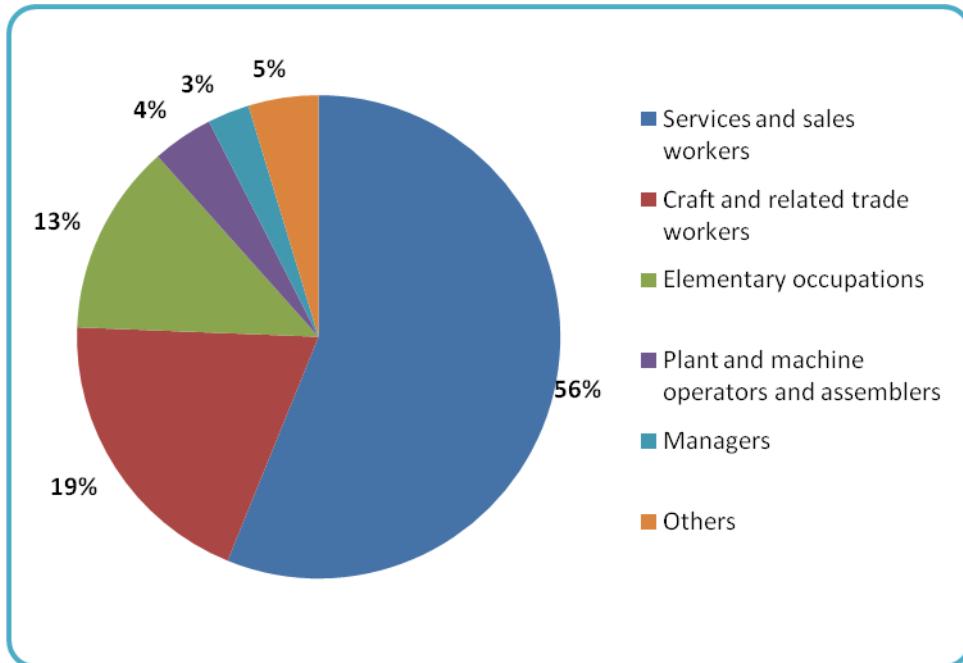


- The prevalence of disability among employees of informal units is as low as 1.5 percent: it is highest in Western province (2.5 percent) and lowest in Kigali city (1.2 percent). Physical disability is the most prevalent type (80.7 percent).

#### **A. NATURE OF CURRENT EMPLOYMENT**

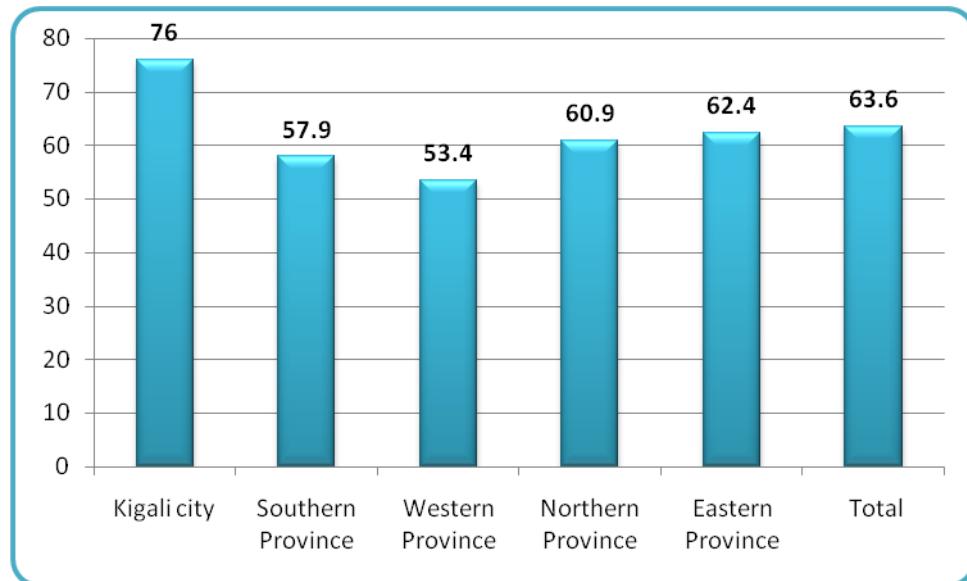
- The occupational structure of employees working for informal sector units reveals that about 56.2 percent of employees are services and sales workers, 19.5 percent are craft and related trade workers, 12.8 percent are of elementary occupations and 2.8 are managers. In general, the big majority of employees are permanent workers (83.6 percent), temporary and daily workers amount respectively to 9.3 percent and 5.7 percent.

**Graph 6. 4: Percentage distribution of employees by occupation**



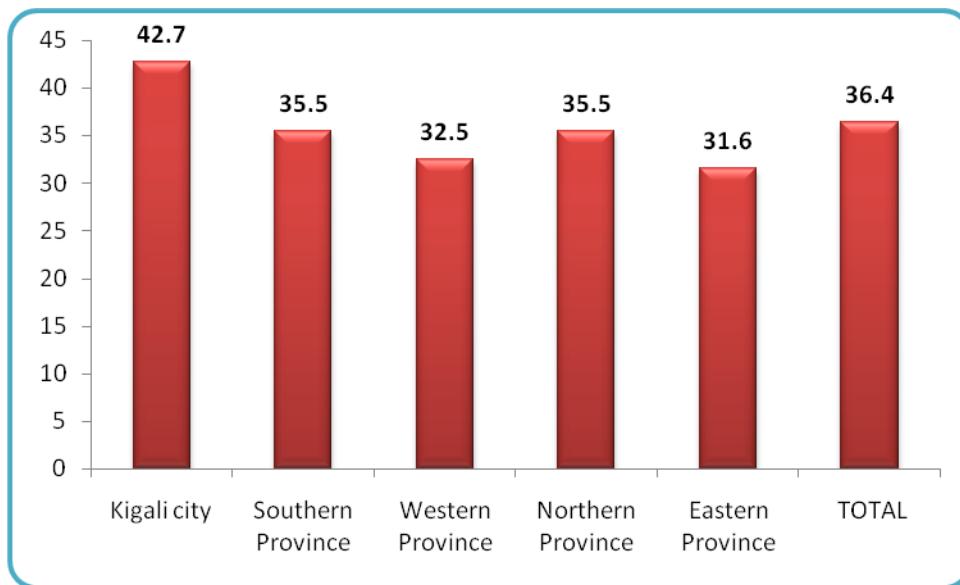
- The predominant type of employment contract in the informal sector units is oral (53.7 percent of all employees) while 37.7 percent of employees of informal sector do not have employment contract.
- About a half of employees (55.2 percent) have been working for their present establishment for one year and above while 44.7 percent of the employees of informal sector units have an experience of less than one year in the present unit.
- Employees were asked whether their current job matches their official education/training: most employees perceived a proper match between their job and education (63.6 percent). The percent reporting a proper match is highest (76 percent) in Kigali city and lowest (53.4 percent) in Western province.

**Graph 6. 5: Percentage of employees who reported that their current job matches their official education**



- About 36.4 percent of employees have had a previous job different from the current one after reaching 15 years of age. The percentage of such employees ranges from 31.6 percent for those working in Eastern province to 42.7 percent for those working in Kigali city.

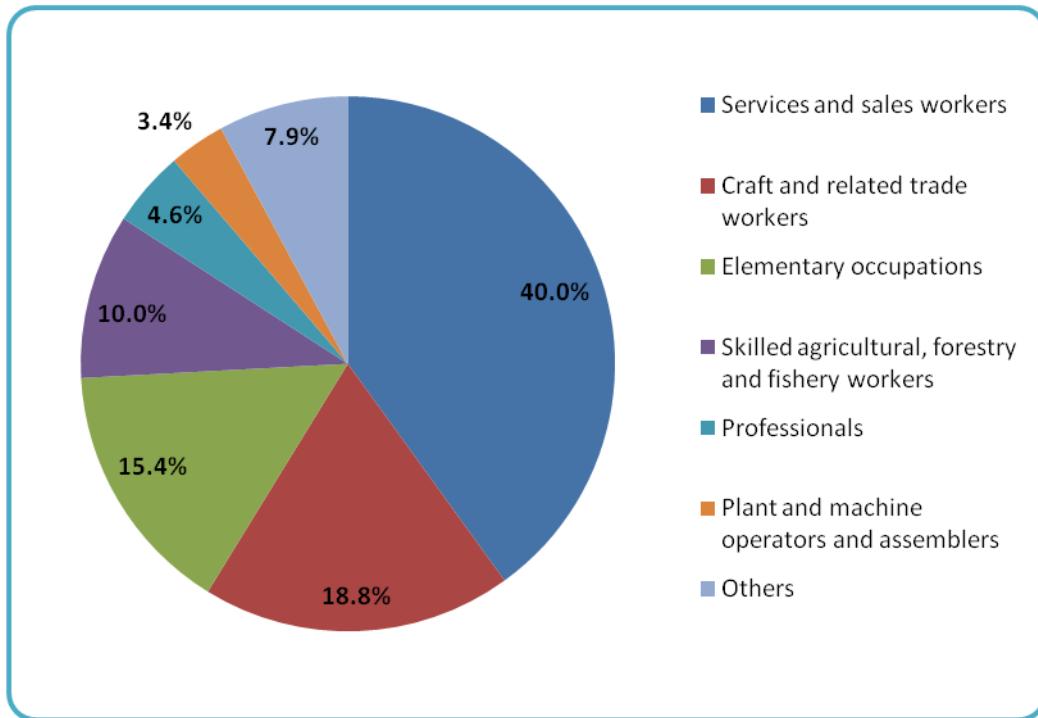
**Graph 6. 6: Percentage of employees who reported that their current job is not the first**



- The type of establishment previously worked for is mostly a company (80.6 percent). These major types of previous establishments are common for all provinces.

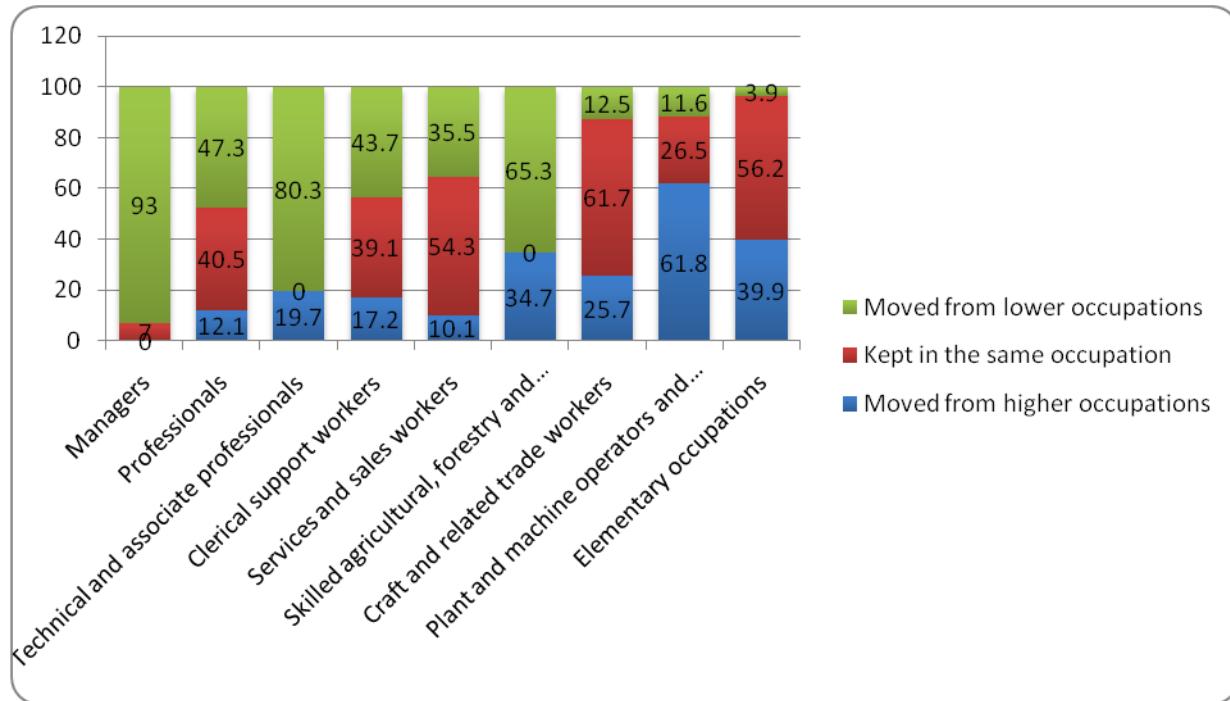
- The previous occupational structure of employees who previously worked for other establishments shows higher prevalence of services and sales workers (40.1 percent), craft and related trade workers (18.8 percent), elementary occupations (15.4 percent) and skilled agricultural, forestry and fishery workers (10 percent) compared to other occupational categories.

**Graph 6. 7: Percentage distribution of employees who worked in other establishment before by their occupation in the establishment they previously worked for**



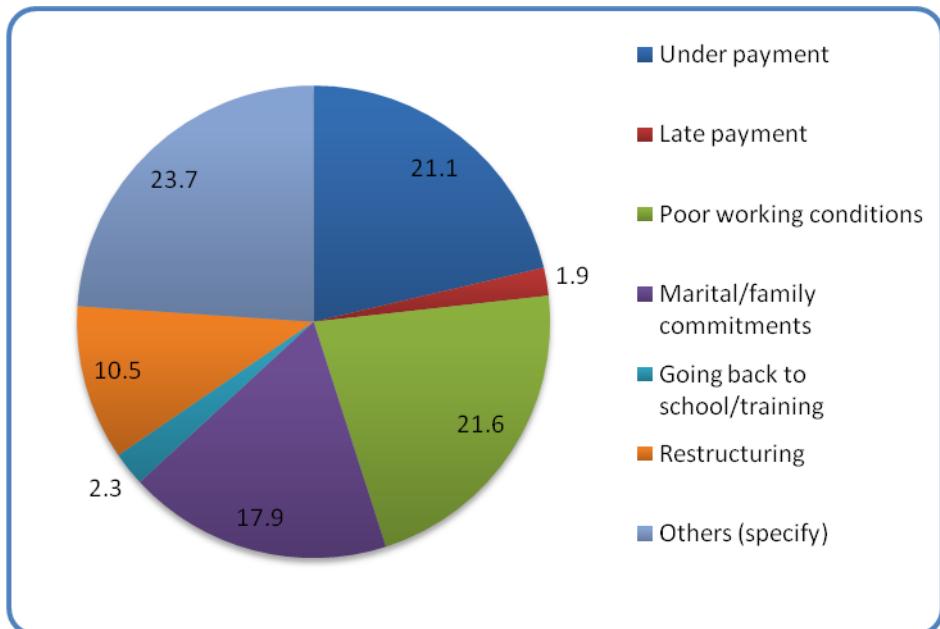
- As far as occupational mobility is concerned, it has been found that 93 percent of presently managers were moving from lower occupational categories in their previous establishment; About 59.5 percent of presently professionals were moving from other occupations , mostly lower, in their previous establishments; About 80.2 percent of presently working as technical or associate professional were moving from lower occupations in their previous establishments; about 60.9 percent of presently clerical and support workers were moving from other occupations, mostly lower, in their previous establishments; about 45.7 percent of presently services and sales workers were moving from other occupation categories, mostly lower, in their previous establishments; about 38.3 percent of presently craft and related trade workers were moving from higher occupational categories in their previous establishments; about 73.4 percent of presently plant and machine operators and assemblers were moving from other occupational categories ,mostly higher, in their previous establishments and finally about 43.8 of presently engaged in elementary occupations were moving from other occupations , mostly higher, in their previous establishments.

**Graph 6. 8: Percentage distribution of employees who worked in other establishment before by previous occupation, according to current occupation**



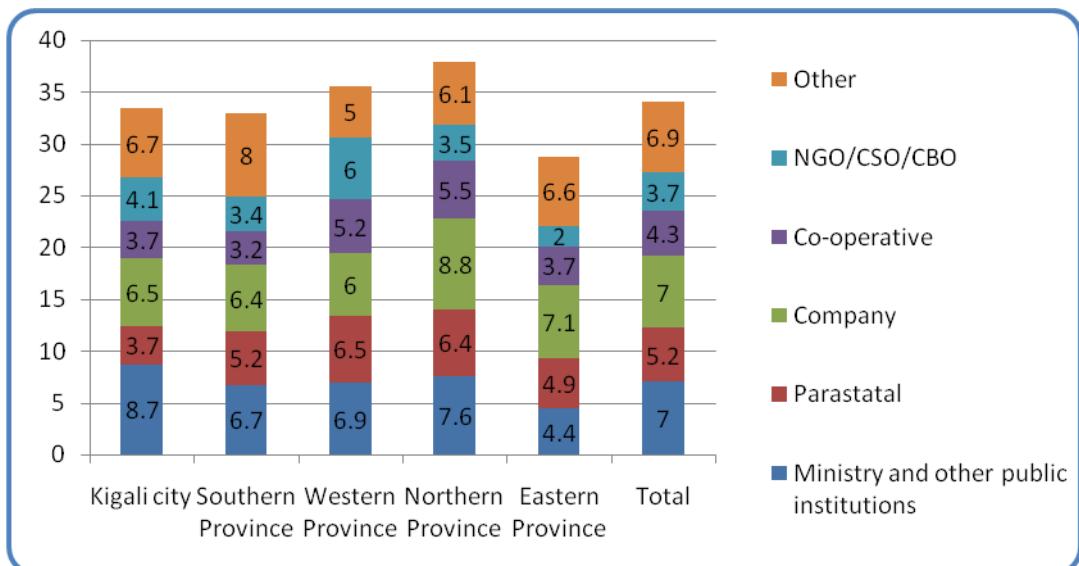
- Regarding the duration of service in the previous job, it is found that slightly less than a half (46.9 percent) of employees previously worked in other establishments had a service duration there of no more than two years, about 19.9 percent had worked there for 3-4 years, and 14.4 percent had worked for 5-7 years. Hence only 18 percent of them had worked there for more than 7 years.
- Employees were asked about the reason why they quit their previous job. More than a fifth (21.6 percent) reported poor working conditions as the main reason, about 21.1 percent reported 'underpayment', 17.9 percent reported 'marital/family commitments', 10.5 percent reported 'restructuring', 2.3 percent and 1.9 percent reported the reason was respectively 'going back to school or training' and 'late payment'. The magnitude of unspecified answers is extraordinary too big (23.9 percent), most probably 'others' was mistakenly stated instead of one of given alternatives. So the answers of 'others' needs correction and/or recoding.

**Graph 6. 9: Percentage distribution of employees who worked in other establishment before by reason for leaving the previous employment**



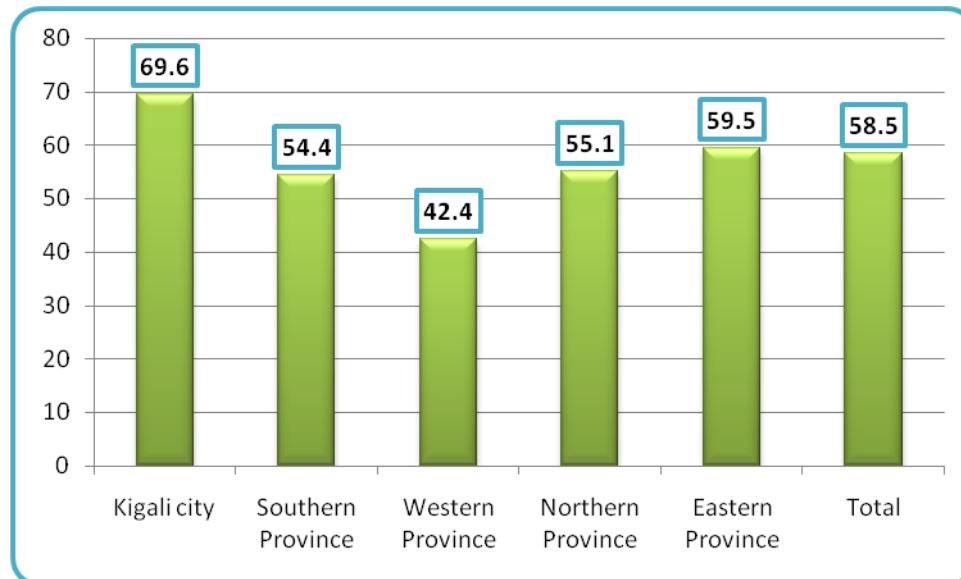
- Information was collected from employees previously worked for other establishments about the entire duration of work in specified type of establishments/organizations including the present one. In general, the mean work duration in all organizations is 7.4 years: divided as 0.7 in 'ministry and other public institutions'; 5.8 in a 'company'; 0.1 in 'parastatal'; 0.4 in 'cooperative'; 0.1 in 'NGO/CSO/CBO' and 0.3 years in other organizations. The mean work duration ranges from 6.2 years for those presently work in Western province to 9.4 years for those presently work in Northern Province.

**Graph 6. 10: Mean service period (years) of previous experience in different organisations**



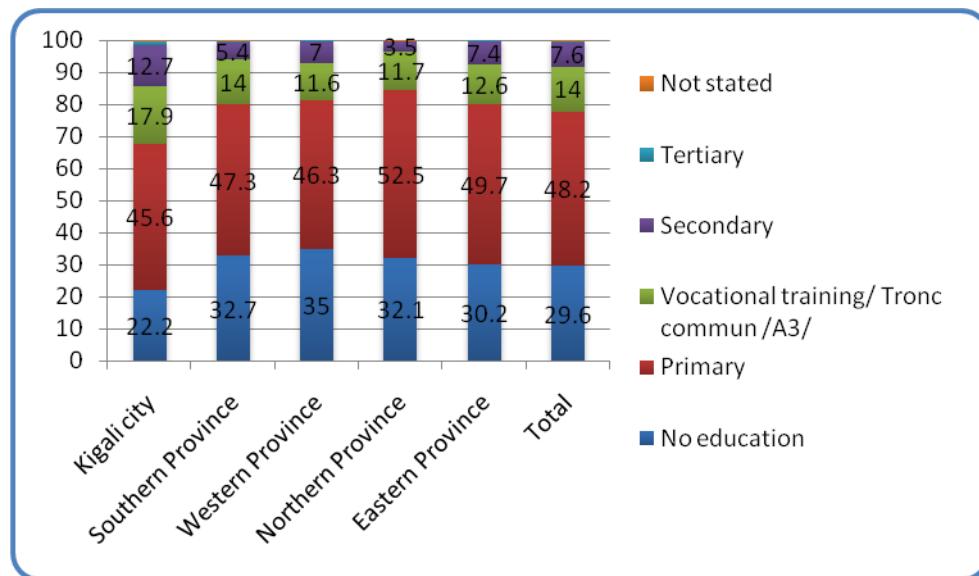
- The previous job, for those previously worked for other establishments, matched the employee education in 58.5 percent of the cases. The percent of employees with education matched previous job ranges from 42.4 percent of those presently work in Western province to 69.6 percent for those presently work in Kigali city.

**Graph 6. 11: Percentage of employees who worked in other establishment before who reported that their previous job matched their education**



- All employees irrespective of their previous work status were asked about their educational attainment when they first entered the labor market: the concentration was noticed for the educational categories of 'primary' (48.2 percent), followed by 'no education' (29.6 percent) 'vocational training/TVET' (14 percent), 'secondary' (7.6 percent) and 'tertiary' (0.5 percent). Slight variation exists in Northern Province and Kigali city where Northern Province has the lowest secondary and tertiary learning institutions (3.5 and 0.1 percent) while Kigali city has the highest percentages of those learning institutions (12.7 and 1.3 percent).

**Graph 6. 12: Percentage distribution of employees by their highest level of education when they first entered the labour market**

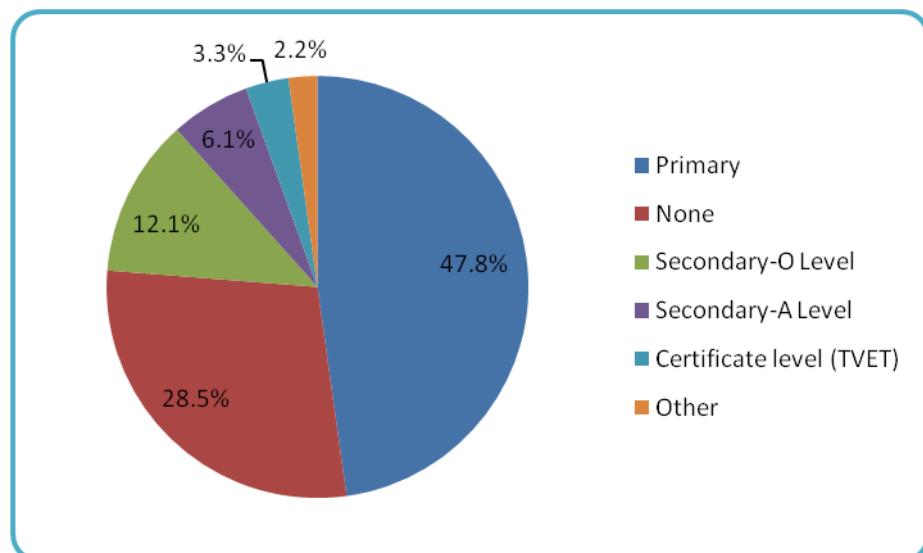


- Less than a half of the employees (45.8 percent) found their first job within a year of their graduation. Those who kept searching for a job for 3 years or more amounts to 31.6 percent of all employees.

## B. Formal educational Background

- The most popular levels of educational attainment of employees in the informal sector units are 'primary' (47.7 percent), 'none' (28.4 percent), 'secondary – O Level' (12.1 percent) and 'secondary – A Level' (6.1 percent).

**Graph 6. 13: Percentage distribution of employee by their highest level of formal education**

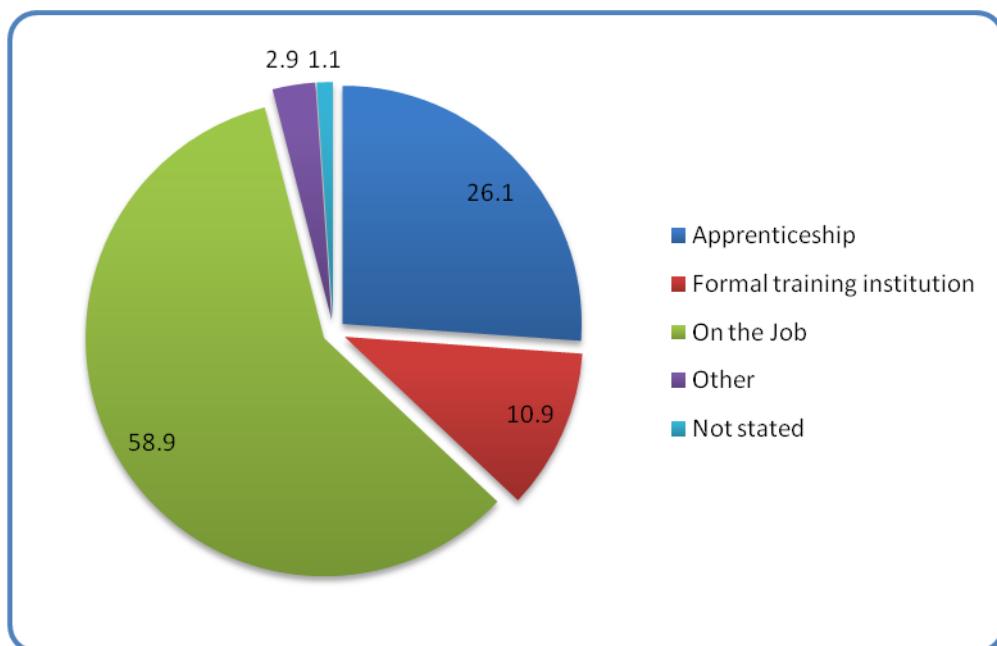


- Employees with Secondary A-level and above were asked about the field of study: the results indicate that about 29.9 percent of employees have social sciences, business and law as the field of study, followed by engineering, manufacturing and construction programs (21.3 percent).
- The overwhelming majority of employees with secondary A-level or above (87.3 percent) have obtained their education in Rwanda.

### **C. Vocational training/ other training/type of training undertaken in the past**

- Only 8.9 percent have received other training since they joined the present employer. The prevalence of such kind of training ranges from 6.4 percent in Eastern province to 10.8 percent in Southern province.
- The most common training modes were 'on-the- job' (reported by 58.9 percent of concerned employees), followed by apprenticeship (26.1 percent) and formal training institution (10.9 percent). The training period is averaged one month.

**Graph 6. 14: Percentage distribution of employees who have received the training since they joined the current employer by the mean of training.**

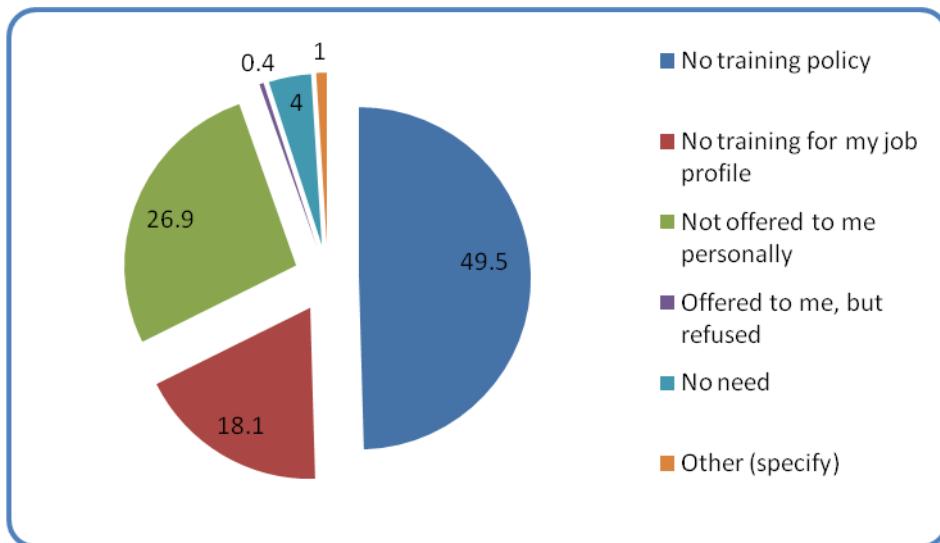


- Generally, the purpose of such mentioned training was not to get a formal degree, as 'no educational qualification' was reported by 81.7 percent of those undertook such training, and only a certificate was received by 17 percent of concerned trainees and only 0.3 percent of

trainees got a TVET certificate. Mainly the training has been undertaken in Rwanda (98.4 percent)

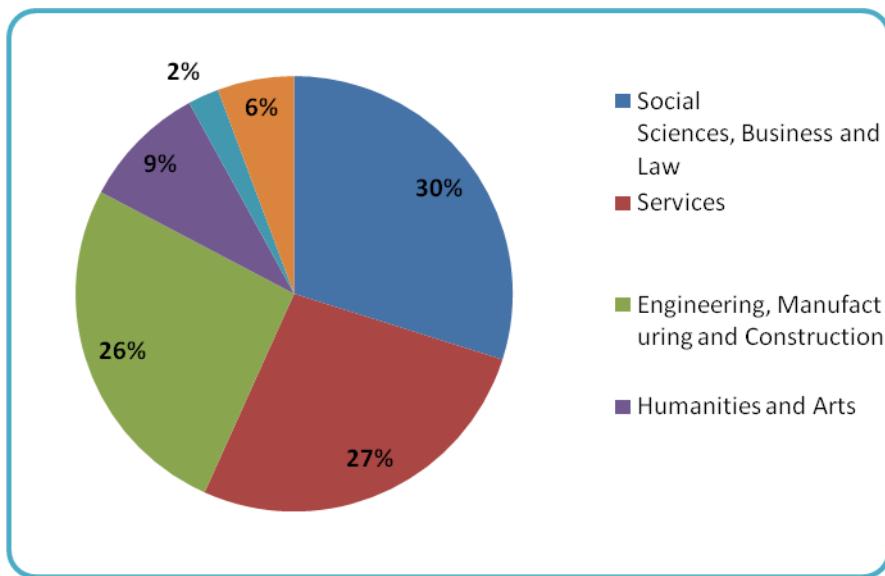
- Employees who did not receive any training since they had joined the present employers were asked about the reason, the reported main reasons are 'no training policy' (49.5 percent), 'not offered to me personally' (26.9 percent) and 'no training needed for my job profile' (18.1 percent).

**Graph 6. 15: Percentage distribution of employees who did not receive any training since they joined the current employer by reasons of not being trained**



- Slightly above one fourth of employees (28.7 percent) are involved in designing the training plan of the enterprise, employee involvement is much lower in Southern province (10.9 percent) compared to other provinces.
- A big majority of employees (70.3 percent) expressed the need for acquiring some skills to improve their performance. The prevalence of those in need for some skills is equally lowest in Southern and Northern provinces (65.5 percent) and highest in Eastern province (76 percent). The areas of lacking skills are mostly social sciences, business and law (29.9 percent), services (26.9 percent) and engineering, manufacturing and construction (26 percent).

**Graph 6. 16: Percentage distribution of employees who have reported that they need specific skills to improve their performances by area of lacking skills**

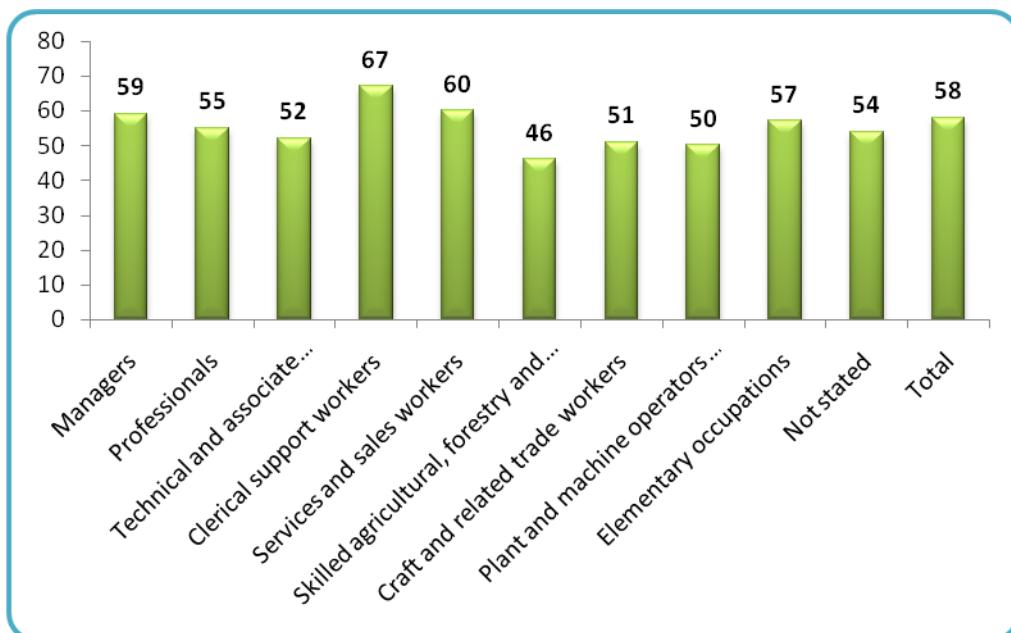


- Language proficiency has been inquired about. In general, 7.2 percent of employees in informal sector units are able to speak English and 7.1 percent are able to write in English; about 12.2 are able to speak French and 11.7 percent are able to write in French; about 98.6 percent are able to speak Kinyarwanda and 80.8 percent are able to write in Kinyarwanda and about 10.3 percent are able to speak Swahili and 7.9 percent are able to write in Swahili.

## D. Working terms and conditions

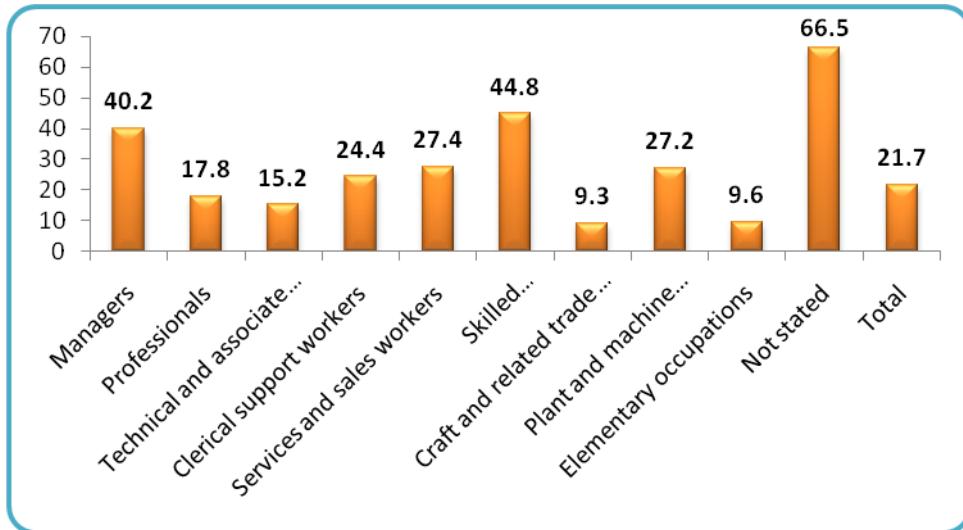
- The average working hours per week of employees in informal sector units is about 58 hours. It is lowest in Southern province (49 hours) and highest in Kigali city (67 hours). The average working hours is relatively higher (67 hours) for clerical support workers and relatively lower (46 hours) for skilled agricultural, forestry and fishery workers.

**Graph 6. 17: Weekly working hours by occupation**



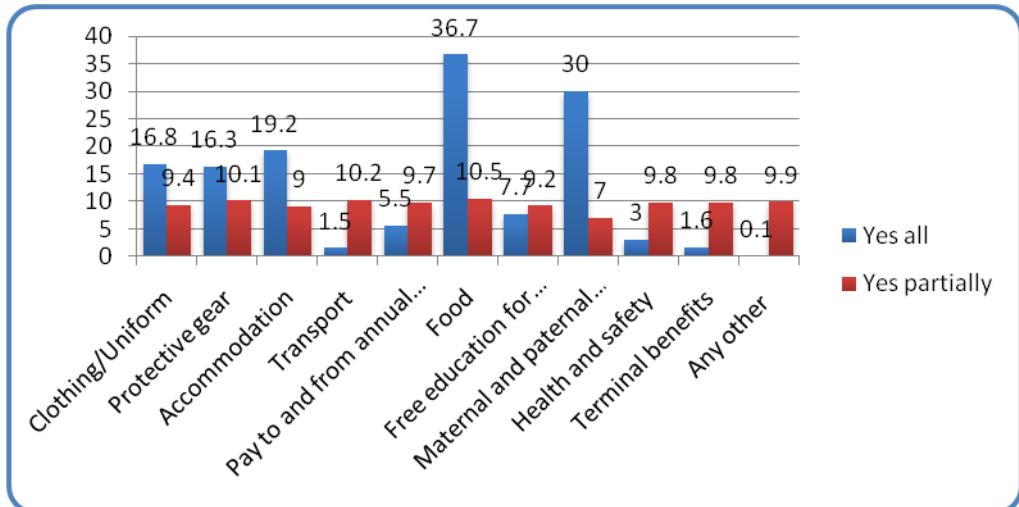
- In total, a very little proportion of employees (5 percent) are entitled to annual leave. The mean length of annual leave is about 23 calendar days, equivalent to about 14 working days. Slight variations across occupation categories are observed.
- It takes more than half an hour to get to work place for only 20.6 percent of all employees, particularly those of craft and related trade workers (31 percent). The most common mode of transport is 'on foot' (87 percent), distantly followed by 'public transport' (6.2 percent).
- About 21.7 of employees are entitled to medical care assistance from the employer. The prevalence of this benefit is as low as 9.3 percent for craft and related trade workers and as high as 44.8 percent for skilled agricultural, forestry and fishery workers and 40.2 percent for managers.

**Graph 6. 18: Percentage distribution of employees who are entitled to medical care assistance**



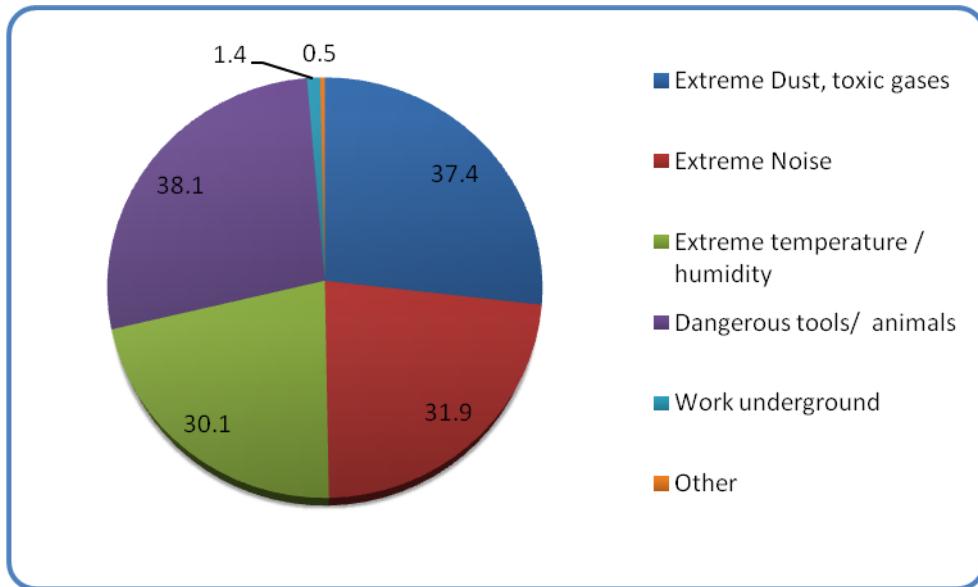
- The coverage of health care assistance is totally for the majority of employees (63.4 percent). The coverage extends to families of about 59.3 percent of employees in informal sector.
- Employees may enjoy some other benefits provided by employers, the most common of such benefits food (provided totally to about 36.7 percent of employees and partially to about 10.5 percent of employees ); maternal and paternal leave (provided totally to about 30 percent of employees and partially to about 7 percent of employees ); accommodation (provided totally to about 19.2 percent of employees and partially to about 9 percent of employees ); clothing/uniform (provided totally to about 16.8 percent of employees and partially to about 9.4 percent of employees ) and protective gear (provided totally to about 16.3 percent of employees and partially to about 10.1 percent of employees ).

**Graph 6. 19: Percentage of employees who have reported that they get some benefits from their employer by those benefits**



- The information on exposure to hazardous work conditions indicates that about 38.1 percent of employees are exposed to dangerous tools or animals; 37.4 percent are exposed to extreme dust or toxic gases; 31.9 percent are exposed to extreme noises; 30.1 percent are exposed to extreme temperature or humidity.

**Graph 6. 20: Percentage of employees who have reported that their activities expose them to different kind of dangers**

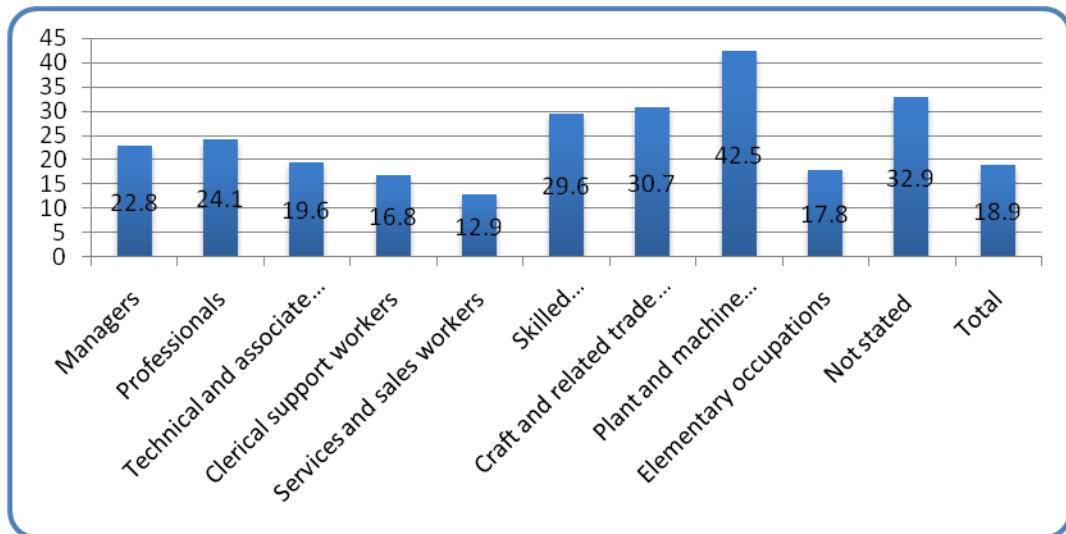


- More than a half of employees (60.5 percent) reported that no salary raise is granted, this is particularly more common among elementary occupations (67.3 percent).

## E. Labor rights and related issues

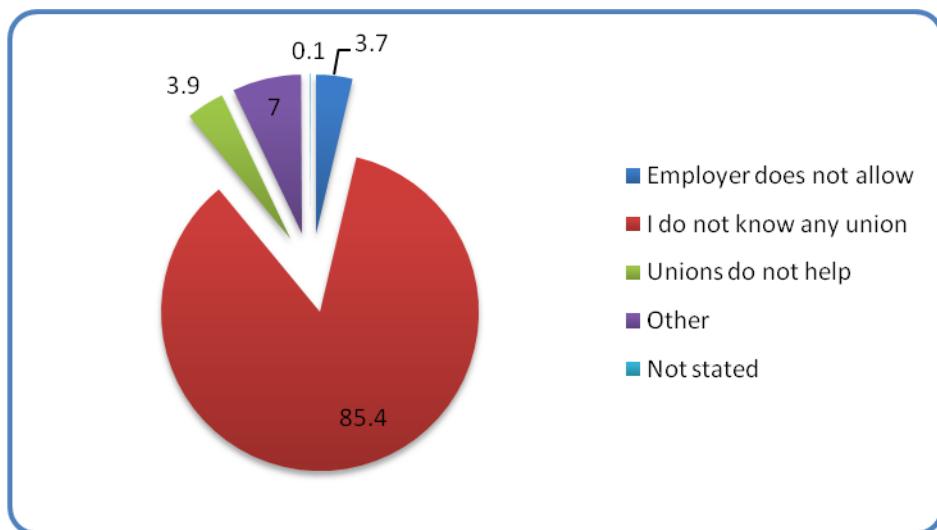
- A little below one fifth of all employees in informal sector (18.9 percent) are members of a trade union or other collective bargaining association, such membership varies to large extent with occupation: it ranges from 12.9 percent for services and sales workers to 42.5 percent for plant and machine operators and assemblers.

**Graph 6. 21: Percentage distribution of employees who are member of any trade union or any other collective bargaining association, according to occupation**



- The non-membership of the majority of non-member employees is mostly attributed to unawareness of such trade unions or collective bargaining associations (85.4 percent).

**Graph 6. 22: Percentage distribution of employees who are not a member in any trade union or any other collective bargaining organization by reason**



- Only 1.7 percent of employees in informal sector reported that Employers regularly contribute to employee social security fund. The level varies considerably with occupation: it is nil (zero percent) for skilled agricultural, forestry and fishery workers and highest (8.2 percent) for professionals.

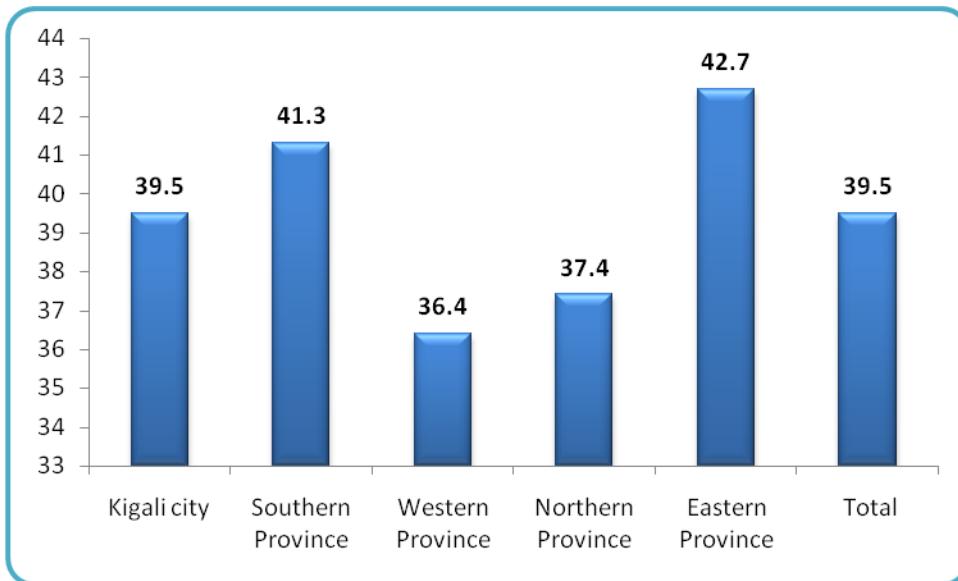
#### **F. Challenges at workplace**

- The reported challenges at workplace are mostly fatigue (reported by 18.7 percent of employees); followed by excessive workload/hours (reported by 13.2 percent of employees); underpayment of salary (9.6 percent) and neglect (5.5 percent). Moderate variations in challenges prevalence over occupational categories exist.
- The reported most common ways of reacting against faced challenges at work place are 'talk to supervisor' (25 percent); 'ignore them' (22.1 percent); 'talk to a family member' (22 percent); 'inform HR management' (11 percent) and 'talk to a friend' (10.6 percent). Insubstantial differential by occupational categories is observed.

#### **G. Gender**

- About 39.5 percent of employees in informal sector businesses reported that their units have a gender policy in place. The reported prevalence of such policy is lowest in Western Province (36.4 percent) and highest in Eastern province (42.7 percent).

**Graph 6. 23: Percentage of employees who reported that their organisation has a gender policy**



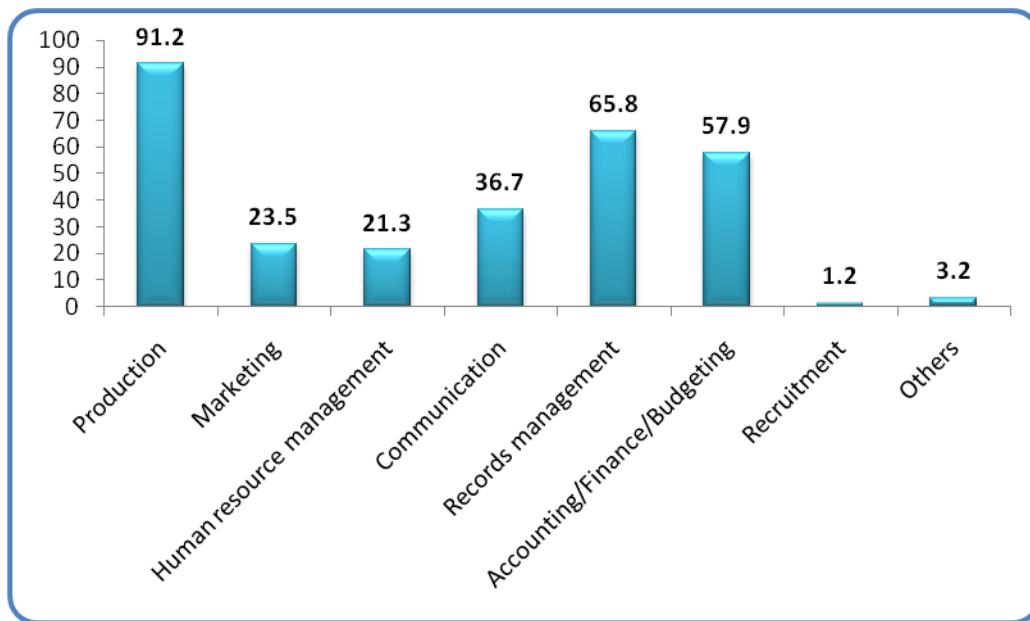
- In addition, the vast majority of employees (80.3 percent) declared that there is no preferential treatment due to sex in their units. Furthermore, employee opinion on

whether organizations/enterprises should practice some specified form of preferential treatment based on sex has been gauged, the suggested major preferential treatments are in order 'maternity leave' (85 percent); 'quota for women in management'(52.5 percent); 'overall quota for women'(48.7 percent);' differential retirement age'(33.3 percent) and 'preferential recruitment for women' (25.1 percent).

#### **H. Use of ICT**

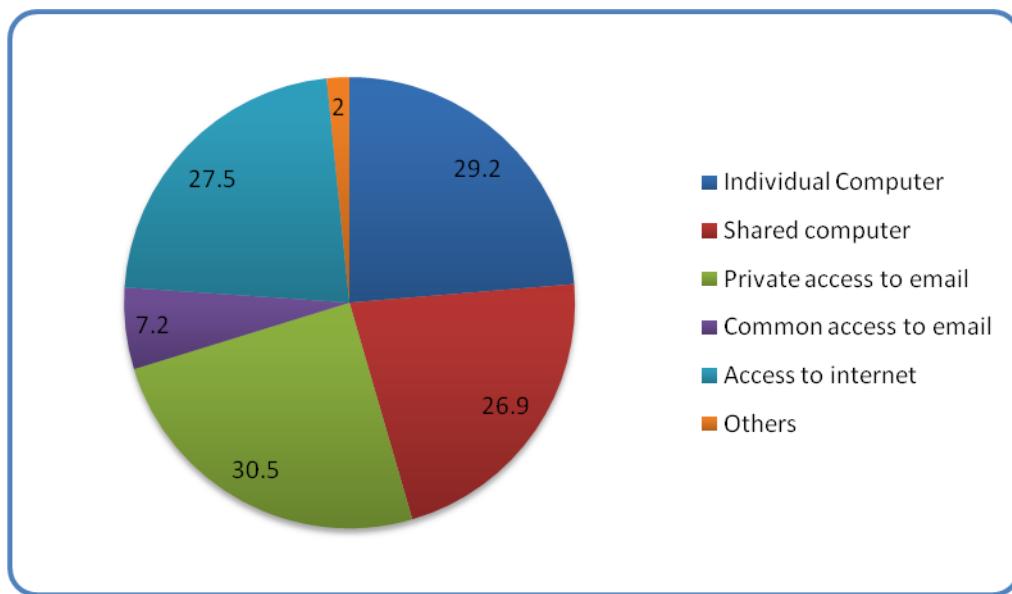
- Employees in informal sector units reported that very limited percentage of their organizations/enterprise (4.1 percent) has introduced ICT facilities; the reported prevalence of ICT facilities in informal sector is lowest in Northern (1.4 percent) and highest in Kigali city (5.2 percent).
- Employees whose organizations have ICT facilities in place have been asked about what ICT is used for: about 91.2 percent responded it is used for 'production'; 65.8 percent responded it is used for' 'records management'; 57.9 percent responded it is used for 'accounting/finance/budgeting'; 36.7 percent responded it is used for 'communication'; 23.5 percent responded it is used for 'marketing 'and 21.3 percent responded it is used for 'human resource management'.

**Graph 6. 24: Percentage of employees who have reported that their establishments have introduced the use of ICT by type of its utilisation**



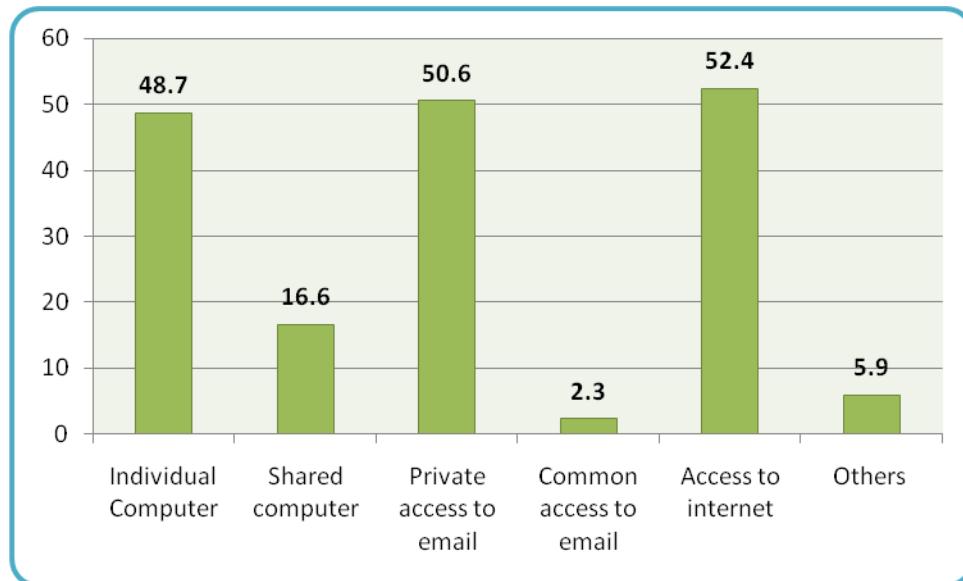
- The big majorities of employees perceived that ICT use has resulted in an increase/improvement in different aspects of performance including 'production' (88.4 percent); 'records management' (63.5 percent); 'accounting/finance/budgeting' (53.5 percent); 'communication' (35.3 percent); 'marketing' (20.6 percent) and 'human resource management' (19.8 percent).
- Employees have been inquired whether they personally use any of ICT facilities shown on a list: The responses indicate that 'private access to email' is the most used ICT facilities used ( 30.5 percent), followed by 'individual computer'(29.2 percent), 'access to internet' (27.5 percent) , 'shared computer' (26.9 percent) and 'common access to email' (7.2 percent).

**Graph 6. 25: Percentage of employees who have reported that they have access to different ICT facilities**



- In addition, the needs of employees for specified ICT facilities to help them perform their daily work has been evaluated: the need for 'access to internet' has been expressed by 52.4 percent of respondents, followed by 'private access to email' (50.6 percent) , 'individual computer' (48.7 percent), 'shared computer' (16.6 percent) and 'common access to email' (2.3 percent).

**Graph 6. 26: Percentage of employees who reported that they need different specified ICT facilities to perform their duty in their daily work**

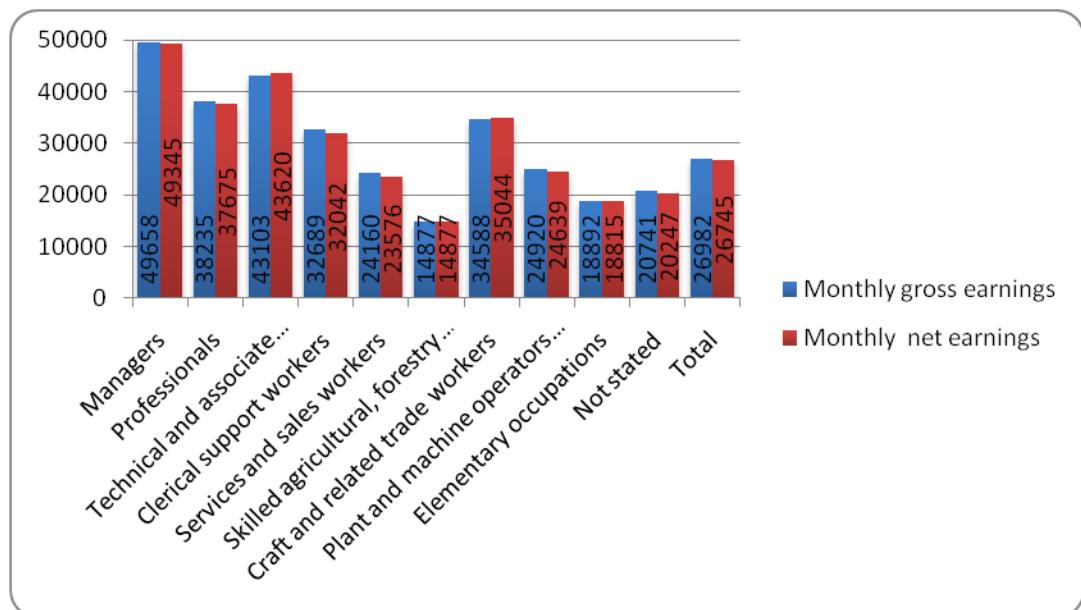


- Employees using individual computers have been asked whether they feel properly equipped to make full use of the potential of ICT at workplace: slightly more than a quarter (26.4 percent) of concerned employees responded positively. The prevalence of self-reported properly equipped employees to make full use of ICT is lowest (9.6 percent) in Southern province and as high as 38.3 percent in Northern Province.

## I. Earnings

- The overall monthly gross and net earnings of employees in informal sector enterprises/organizations from their present employment is averaged at 26,982 FRW for the former and 26,745 FRW for the latter. In regard with occupational differential, the average gross monthly salary ranges from as low as 14.9 thousand FRW for skilled agricultural, forestry and fishery workers to as high as 49.7 thousand FRW for managers.

**Graph 6. 27: Mean of monthly earning according to occupation**

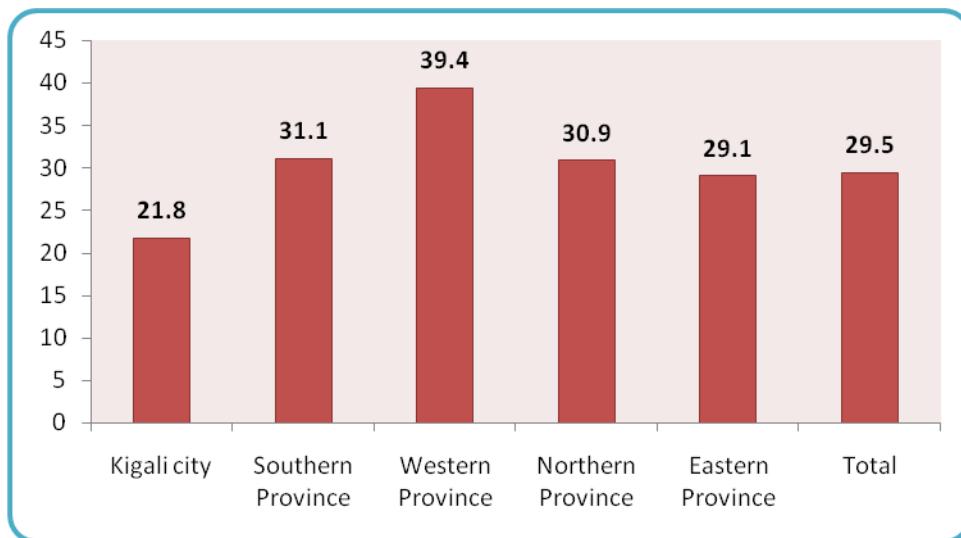


- About 18 percent of employees have secondary occupation. The most common secondary occupation for those having it is 'skill agricultural, forestry and fishery workers' (68.3 percent) followed by 'services and sales workers' (12.3 percent), the provincial differential is substantial specially between Kigali and other provinces.
- The average annual gross income from all additional jobs is estimated at 227,197 Rwf. This income is highest in Kigali city with 532,191 Rwf and lowest in Northern Province with 165,225 Rwf.

#### **J. HIV/AIDS at workplace**

- Employees were inquired whether their organizations/enterprises have an HIV/AIDS policy in place: about 29.5 percent responded positively, the self-reported prevalence of HIV/AIDS policy ranges from 21.8 percent in Kigali city to 39.4 percent in Western province.

**Graph 6. 28: Percentage distribution of employees who reported that their establishment has an HIV/AIDS policy, according to province**

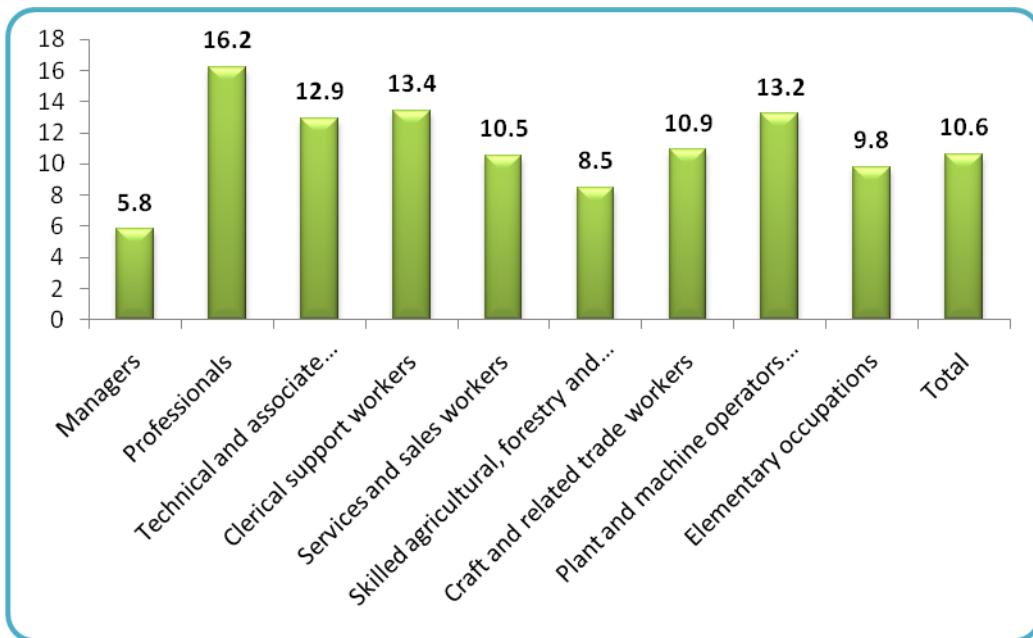


- In addition, the provided services have been asked about: the availability of VCT services is reported by 95.6 percent of employees whose organizations have the mentioned policy; followed by ensuring equal rights (49.8 percent); free condom distribution (16.3 percent); free ARVs for HIV+ workers (4.8 percent) and free food for HIV+ workers (4.1 percent).
- Apart from VCT services, a substantial differential in the prevalence of other services over provinces is demonstrated.

## K. Job search and candidate preferences

- The results reveal high stability in the present job: only 10.6 percent of employees looking for a different job. In most cases the targeted occupation is similar or higher than the present one.

**Graph 6. 29: Percentage distribution of employees by whether they are looking for a different job, according to occupation**



- Conversely, the majority of employees (73.1 percent) are willing to change their current residence. The main purpose for their desire to move is to get better salary/benefit (78.1 percent).
- Most of those willing to move (48.3 percent) are indifferent regarding the destination country, while 44.1 percent of them are willing to move to other place within Rwanda.
- Those who are willing to move to other place inside Rwanda or to any other EAC country only, are basically for family reasons (50.5 percent) and language problems (21.6 percent).

## Chapter 4: Statistical tabulation

### 4.4: Formal sector employees' module

#### Section A. General personal information

Table 4.4- 1: Percentage distribution of employee by sex according to activity sector

ACTIVITY SECTOR	Sex		Total	
	Female	Male		
PUBLIC	34.4	65.6	100.0	3778
PRIVATE FORMAL	31.9	68.1	100.0	8787
HEALTH	57.1	42.9	100.0	3797
NGO	24.0	76.0	100.0	983
Total	37.5	62.5	100.0	17345

Table 4.4- 2: Percentage distribution of employees by age group according to sex

AGE GROUP	M2:A020 Sex		Group Total
	Female	Male	
15-19	4.2	1.8	2.7
20-24	14.8	11.6	12.8
25-29	25.8	24.6	25.1
30-34	20.8	22.0	21.6
35-39	14.3	13.9	14.1
40-44	9.6	9.8	9.8
45-49	5.4	6.9	6.3
50-54	2.9	4.7	4.0
55 and above	1.9	4.4	3.5
Not stated	0.3	0.2	0.2
TOTAL	100.0	100.0	100.0
	6505	10840	17345

Table 4.4- 3: Percentage distribution of employees by marital status according to activity sector

Marital status	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Single/Never married	32.2	47.8	31.6	22.8	39.4
Married	65.7	49.7	64.8	74.4	57.9
Separated	0.2	0.6	0.7	0.6	0.5
Divorced	0.5	0.5	0.5	0.4	0.5
Widowed	1.4	1.4	2.3	1.8	1.7
Not stated		0.0			0.0
Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 4: Percentage distribution of employees by nationality, according to activity sector**

NATIONALITY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Burundian	0.3	0.3	0.4	0.8	0.3
Kenyan	0.5	1.2	0.8	1.6	1.0
Rwandan	98.9	96.7	96.5	97.2	97.2
Tanzanian	0.2	0.1	0.1		0.1
Ugandan	0.0	0.5	0.3		0.3
The rest of Africa		0.7	1.8	0.1	0.7
The rest of the world	0.0	0.4	0.2	0.3	0.2
Not stated		0.0	0.0		0.0
Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 5: Percentage distribution of employees by whether they have disability or not, according to activity sector**

ACTIVITY SECTOR	Do you have any disability?			Total	
	Yes	No	Not stated		
PUBLIC	1.6	98.4	0.0	100.0	3778
PRIVATE FORMAL	1.4	98.5	0.1	100.0	8787
HEALTH	2.4	97.6	0.0	100.0	3797
NGO	2.0	98.0		100.0	983
Total	1.7	98.3	0.0	100.0	17345

**Table 4.4- 6: Percentage distribution of employees with disabilities by the type of disability, according to activity sector**

TYPE OF DISABILITY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Sight (blind/severe visual limitation)	2.9	8.9	3.7	1.8	5.7
Hearing (deaf, hard of hearing)	6.0	4.9	3.1	8.2	4.8
Communicating (speech impairment)		0.7		4.3	0.6
Other Physic. disability/physical handicap	74.8	64.1	78.8	72.8	71.3
Intellectual (difficulties in learning) /mental problem		4.5	6.5	3.0	4.1
Emotional (behavioral, psychology.)	8.7	4.8	0.9	5.3	4.4
Other	7.6	10.8	5.0		7.7
Not stated		1.3	1.9	4.6	1.4
Total	100.0	100.0	100.0	100.0	100.0
	60	127	89	20	297

## Section B. Nature of current employment

**Table 4.4- 7 : Percentage distribution of employee by occupation according to activity sector**

OCCUPATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Managers	23.2	7.6	5.4	9.2	10.6
Professionals	23.8	8.3	27.1	28.4	17.0
Technical and associate professionals	21.9	9.2	46.5	28.3	21.2
Clerical support workers	8.2	7.5	2.9	5.5	6.5
Services and sales workers	11.6	25.3	6.4	16.4	17.7
Craft and related trade workers	3.1	8.5	0.7	1.3	5.2
Plant and machine operators and assemblers	2.5	6.7	1.8	2.7	4.5
Elementary occupations	5.6	26.9	9.3	8.2	17.3
Not stated		0.0			0.0
Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 8: Percentage distribution of employee by nature of employment contract, according to activity sector**

Nature of employment contract	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Permanent worker	94.2	82.9	93.9	93.5	88.4
Temporary worker(possibility of renewal)	4.2	7.3	3.6	3.8	5.6
Casual worker	0.1	0.2	0.1	0.1	0.1
Seasonal worker	0.9	0.5	2.2	1.5	1.0
Daily worker	0.6	8.7	0.0	0.6	4.6
Other	0.1	0.3	0.2	0.6	0.3
Not stated			0.0		0.0
Total	100.0	100.0	100.0	100.0	100.0
	3778	8785	3797	983	17343

**Table 4.4- 9: Percentage distribution of employee by the type of contract, according to province**

Type of contract	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Written contract	51.5	44.7	66.9	60.0	51.9
Oral contract	4.7	33.5	2.4	22.0	19.8
No contract	3.6	20.1	1.5	14.4	12.1
Do not know / not sure	0.4	0.4	0.2	0.7	0.4
Other	0.2	0.2	0.2	0.3	0.2
Under Statute	39.5	1.0	28.7	2.5	15.5
Not stated		0.1	0.1		0.0
Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 10: Percentage distribution of employees by the method followed to get a job, according to activity sector**

WAY USED TO GET A JOB	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Passed test and appointed	77.8	30.7	58.8	32.7	47.2
Through relatives/friends	4.4	27.3	6.3	15.1	17.0
Head hunting	3.8	8.9	4.0	8.1	6.7
Nominated	12.5	28.8	27.6	27.2	24.9
Elected	0.5	1.7		14.9	1.8
Other	1.0	2.5	3.3	1.8	2.3
Not stated		0.1		0.1	0.1
Total	100.0 3778	100.0 8787	100.0 3797	100.0 983	100.0 17345

**Table 4.4- 11: Percentage distribution of employee by the year of starting the job, according to activity sector**

YEAR OF STARTING THE JOB	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Below 1990	1.0	2.6	2.3	3.4	2.2
1990-1994	1.0	1.1	1.7	3.8	1.4
1995-1999	7.6	6.1	8.5	12.5	7.3
2000-2004	8.9	9.3	11.9	13.0	10.0
2004-2009	41.5	37.1	41.5	39.3	39.1
2010 and above	39.9	43.7	34.1	27.6	39.8
Not stated	0.1	0.2	0.0	0.3	0.1
Total	100.0 3778	100.0 8787	100.0 3797	100.0 983	100.0 17345

**Table 4.4- 12: Percentage distribution of employee by whether their current job matches their official education/trainings, according to activity sector**

Does your current job match your official education	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Yes	90.2	78.9	92.9	82.1	84.6
No (other job than qualification.)	6.6	12.7	4.1	9.0	9.3
No (lower level than qualification)	1.0	2.8	1.0	4.3	2.1
No (higher level than qualification)	1.4	1.0	0.9	0.3	1.1
Not applicable (no training)	0.7	4.5	1.1	4.3	2.9
Not stated	0.1	0.1			0.1
Total	100.0 3778	100.0 8787	100.0 3797	100.0 983	100.0 17345

**Table 4.4- 13: Percentage distribution of employees by whether the current employment is the first one, according to activity sector**

ACTIVITY SECTOR	Is this your first employment in Rwanda			Total	
	Yes	No	Not stated		
PUBLIC	31.9	68.1	0.0	100.0	3778
PRIVATE FORMAL	51.4	48.6	0.0	100.0	8787
HEALTH	40.4	59.6	0.0	100.0	3797
NGO	38.4	61.6	0.0	100.0	983
Total	44.0	56.0	0.0	100.0	17345

**Table 4.4- 14: Percentage distribution of employees who worked in other establishment before by the type of establishment they previously worked for, according to activity sector**

TYPE OF PREVIOUS ESTABLISHMENT	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Ministry and other institutions	63.4	21.1	63.4	36.2	43.1
Parastatal	1.8	2.4	3.0	1.4	2.3
Company	26.6	69.0	26.5	42.6	46.2
Co-operative	1.7	2.1	1.0	0.8	1.7
NGO/CSO/CBO	5.9	3.9	5.2	16.4	5.5
Other	0.5	1.5	0.8	2.5	1.1
Not stated	0.1	0.1	0.1		0.1
Total	100.0	100.0	100.0	100.0	100.0
	2573	4272	2264	605	9714

**Table 4.4- 15: Percent distribution of employees who worked in other establishment before by employment status in their previous job, according to activity sector**

Employment status	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Own account worker	5.4	9.9	4.2	11.1	7.5
Employer	2.4	1.8	2.3	2.9	2.1
Employee	91.7	87.4	93.0	85.0	89.7
Unpaid family worker	0.3	0.6	0.3	0.5	0.4
Not stated	0.2	0.3	0.2	0.4	0.2
Total	100.0	100.0	100.0	100.0	100.0
Group	2573	4272	2264	605	9714

**Table 4.4- 16: Percentage distribution of employees who worked in other establishment before by the economic activity of establishment they previously worked for, according to activity sector**

ECONOMIC ACTIVITY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Agriculture, forestry and fishing	4.0	6.1	1.7	8.5	4.7
Mining and quarrying	0.3	1.0	0.1	0.3	0.5
Manufacturing	3.5	9.6	1.8	2.5	5.7
Electricity, gas, steam and air conditioning supply	0.4	0.7	0.2	0.6	0.5
Water supply, sewage, waste management and remediation activity	0.6	0.9	0.2	0.5	0.6
Construction	3.1	6.9	1.2	8.4	4.6
Wholesale and retail trade; repair of motor vehicle and motor cycle	4.8	13.4	7.0	9.7	9.4
Transportation and storage	1.9	4.8	0.9	1.4	2.9
Accommodation and food service activities	1.3	11.7	1.0	2.4	5.8
Information and communication	1.5	2.0	0.2	0.6	1.4
Financial and insurance activities	3.1	5.2	2.2	3.1	3.8
Professional scientific and technical activities	10.5	4.4	1.5	7.5	5.5
Administrative and support service activities	1.2	2.8	1.0	0.9	1.8
Public administration defense and compulsory social security	29.3	9.2	9.4	10.8	14.7
Education	23.8	8.6	12.0	19.8	14.1
Human health and social work activities	5.3	3.9	55.1	5.9	16.3
Arts, entertainments and recreation	0.9	0.7	0.2	0.1	0.6
Other services activities	1.7	5.3	2.5	10.0	4.0
Activities of Households as Employers; and undifferentiated G	0.2	1.0	0.3	1.7	0.7
Activities of extraterritorial organization and bodies	2.4	1.7	1.3	5.2	2.0
Not stated	0.4	0.2	0.2		0.3
Total	100.0 2573	100.0 4272	100.0 2264	100.0 605	100.0 9714

**Table 4.4- 17: Percentage distribution of employees who worked in other establishment before by their occupation in establishment they previously worked for, according to activity sector**

OCCUPATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Managers	16.7	6.4	5.2	12.5	9.2
Professionals	38.9	15.9	30.7	30.0	26.3
Technical and associate professionals	14.8	8.4	41.0	10.9	17.9
Clerical support workers	8.4	7.9	4.5	7.6	7.2
Services and sales workers	8.8	25.2	8.2	16.7	16.3
Skilled agricultural, forestry and fishery workers	1.1	4.6	1.1	6.5	3.0
Craft and related trade workers	2.3	10.0	1.8	4.0	5.7
Plant and machine operators and assemblers	2.8	7.0	1.5	3.9	4.4
Elementary occupations	2.1	12.1	3.3	5.2	7.0
Armed forces occupations	4.0	2.4	2.6	2.6	2.9
Not stated	0.1	0.1	0.2	0.2	0.1
Total	100.0	100.0	100.0	100.0	100.0
	2573	4272	2264	605	9714

**Table 4.4- 18: Percentage distribution of employees who worked in other establishment before, by previous occupation, according to current occupation**

PREVIOUS OCCUPATION	CURRENT OCCUPATION								Group Total	
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations		
Managers	31.8	8.7	8.1	9.0	3.3	2.3	1.1	1.5	9.2	
Professionals	32.1	60.5	25.3	26.1	8.9	9.2	2.5	4.3	26.3	
Technical and associate professionals	14.4	13.5	48.4	12.3	3.9	5.0	1.6	2.8	17.9	
Clerical support workers	8.9	6.2	5.6	31.2	5.5	2.6	1.3	3.0	7.2	
Services and sales workers	7.7	6.1	6.3	12.1	53.1	9.9	8.8	19.4	16.3	
Skilled agricultural, forestry and fishery workers	0.2	1.0	1.2	0.5	3.3	1.8	2.8	16.1	3.0	
Craft and related trade workers	1.1	1.1	2.0	3.1	4.1	58.5	8.1	6.6	5.7	
Plant and machine operators and assemblers	0.6	0.4	0.6	2.0	1.8	3.0	63.3	2.2	4.4	
Elementary occupations	0.6	0.9	1.1	2.3	8.9	6.5	4.7	41.0	7.0	
Armed forces occupations	2.4	1.5	1.4	1.1	7.2	1.3	5.8	2.7	2.9	
Not stated	0.1	0.2	0.2	0.2				0.3	100.0	
Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	
	1275	1921	2252	646	1629	472	509	1009	1	9714

**Table 4.4- 19: Percentage distribution of employees by working experience (in years) in establishment they previously worked for, according to activity sector**

Working experience in interval	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
0-2	50.0	50.2	47.6	35.3	48.6
3- 4	20.9	20.6	21.7	25.7	21.2
5-7	14.7	13.5	15.9	14.8	14.5
8-10	8.9	7.4	7.1	9.2	7.8
11-13	2.3	3.3	2.8	3.5	3.0
14And above	3.3	4.9	5.0	11.4	4.9
Total	100.0	100.0	100.0	100.0	100.0
	2573	4272	2264	605	9714

**Table 4.4- 20: Percent distribution of employee who worked in other establishment before by reason why they left their previous job, according to activity sector**

Main reason you left your previous job	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Under payment	26.5	30.0	21.7	19.4	26.5
Late payment	0.4	1.3	0.6	2.6	1.0
Physical/social harassment	0.4	0.5	0.4		0.4
Poor working conditions	9.4	14.0	11.9	8.7	11.9
Marital/family commitments	9.4	10.6	16.7	9.2	11.6
Going back to school/training	11.1	5.2	14.4	11.5	9.3
Restructuring	21.5	12.6	13.1	14.6	15.2
Others	21.3	25.8	20.9	34.1	24.0
Not stated		0.0	0.2		0.1
Total	100.0	100.0	100.0	100.0	100.0
	2573	4272	2264	605	9714

**Table 4.4- 21: Mean service period in years of previous experience in different organizations, according to activity sector**

ORGANISATIONS	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Ministry and other institutions	7.3	1.5	7.0	3.3	4.4
Parastatal	0.2	0.3	0.5	0.2	0.3
Company	1.4	6.6	1.5	5.5	3.9
Co-operative	0.1	0.2	0.1	0.3	0.2
NGO/CSO/CBO	0.2	0.2	0.3	3.6	0.5
Other	0.1	0.1	0.1	0.4	0.1
Total	9.2	8.9	9.4	13.2	9.4

**Table 4.4- 22: Percentage distribution of employees by whether their previous job matched their education, according to activity sector**

ACTIVITY SECTOR	Did your first job match your education?			Total	
	Yes	No	Not stated		
PUBLIC	82.5	17.3	0.2	100.0	2573
PRIVATE FORMAL	73.8	26.1	0.1	100.0	4272
HEALTH	86.6	13.3	0.1	100.0	2264
NGO	77.2	22.8	0.0	100.0	605
Total	79.3	20.6	0.1	100.0	9714

**Table 4.4- 23: Percentage distribution of employees by their highest level of education when they first entered the labour market, according to activity sector**

Highest level of education when you first enter the labor market	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
No education	2.6	19.1	2.5	12.9	11.5
Primary	8.7	29.0	8.7	31.0	20.3
Vocational training/Tronc commun/A3/TVET,	12.8	17.8	16.4	16.3	16.3
Secondary	44.3	25.2	53.9	27.1	35.8
Tertiary	31.4	8.9	18.4	12.8	16.1
Not stated	0.1	0.1	0.0		0.1
Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 24 Percentage distribution of employees with secondary level or higher by year of graduation before entering the labour market for the first time, according to activity sector**

Interval of graduation year	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Before 1984	5.0	5.6	6.4	10.8	5.9
1985-1989	6.1	5.5	5.1	10.9	5.8
1990-1994	11.5	9.1	8.3	11.1	9.6
1995-1999	14.8	10.1	13.2	17.5	12.7
2000-2004	21.7	19.1	27.2	20.1	22.2
2009-2009	36.1	39.4	33.0	22.8	35.9
2010 to 2012	4.5	10.3	6.5	6.3	7.4
Not stated	0.4	0.8	0.2	0.5	0.5
Total	100.0	100.0	100.0	100.0	100.0
	3350	4561	3369	552	11833

**Table 4.4- 25: Percent distribution of employees by the time it took them to find their first job after turning 15 years old**

HOW LONG TO GET FIRST JOB	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Less than 1year	53.2	48.5	56.5	50.9	51.4
1Year	17.3	14.9	17.6	12.7	15.9
2Years	9.9	10.5	9.3	6.7	9.9
3Years	4.9	6.6	4.7	6.4	5.8
4Years	2.9	3.9	2.7	3.2	3.4
5Years	2.5	3.7	2.1	3.4	3.1
6Years	1.5	2.4	1.2	2.5	1.9
7Years	1.5	1.6	1.3	2.8	1.6
8Years	1.0	1.3	1.0	1.4	1.1
9Years	1.0	1.2	0.6	1.5	1.0
10+	4.0	5.1	2.7	8.1	4.5
Not stated	0.3	0.3	0.2	0.4	0.3
Total	100.0 3778	100.0 8787	100.0 3797	100.0 983	100.0 17345

### Section C. Formal education background

**Table 4.4- 26: Percentage distribution of employees by their highest level of formal education, according to activity sector**

Highest level of formal education	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
PhD/Doctorate	0.2	0.1	0.5	0.2	0.2
Masters Degree	4.1	1.0	1.4	5.0	2.0
Post Graduate Diploma	4.1	0.8	1.0	2.9	1.7
Bachelors	42.5	10.6	15.5	15.9	18.9
Diploma level (A1)	7.6	4.5	22.3	4.1	9.0
Certificate level (TVET)	5.6	6.4	8.9	5.6	6.7
Secondary-A Level	19.0	17.3	32.7	12.9	20.8
Secondary-O Level	6.4	11.5	6.7	11.8	9.4
Primary	8.1	28.0	8.1	26.6	19.2
None	2.4	18.7	2.2	12.2	11.2
Other	0.1	0.8	0.5	2.6	0.7
Not stated	0.1	0.3	0.2	0.2	0.2
Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 27: Percentage distribution of employees with secondary A level and above by the field of studies, according to activity sector**

FIELD OF STUDIES	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Education	7.1	2.9	0.8	12.7	4.0
Humanities and Arts	2.3	3.7	0.5	16.2	2.8
Social Sciences, Business and Law	59.3	54.6	18.2	48.4	44.7
Sciences	7.8	11.3	3.8	3.9	7.6
Engineering ,Manufacturing and Construction	7.7	15.7	1.3	5.9	8.5
Agriculture	10.1	1.9	0.1	1.9	3.9
Health and Welfare	4.6	3.6	74.6	9.5	25.7
Services	0.9	6.1	0.8	1.1	2.7
Not stated	0.1	0.1	0.0	0.4	0.1
Total	100.0	100.0	100.0	100.0	100.0
	3126	3555	3106	452	10240

**Table 4.4- 28: Percentage distribution of employees with secondary A level and above by the country/continent they have got their highest level of education from, according to activity sector**

Where did you got your highest level of education	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Rwanda	86.3	84.4	80.1	80.5	83.5
Other EAC countries	5.1	6.7	5.8	9.3	6.0
Rest of Africa	5.3	5.7	12.7	6.3	7.7
Europe	1.6	1.8	0.9	2.7	1.5
Americas	0.6	0.4	0.2	0.8	0.4
Asia	0.9	0.9	0.1	0.5	0.6
Oceania	0.1	0.0			0.0
Not stated	0.2	0.0	0.1		0.1
Total	100.0 3130	100.0 3564	100.0 3115	100.0 454	100.0 10263

**Table 4.4- 29: Percentage distribution of employees by whether they are currently enrolled for further training according to activity sector**

ACTIVITY SECTOR	Are you currently enrolled for further training			Total
	Yes	No	Not stated	
PUBLIC	23.0	77.0		100.0 3778
PRIVATE FORMAL	13.4	86.6	0.0	100.0 8787
HEALTH	21.6	78.4	0.0	100.0 3797
NGO	19.8	80.2		100.0 983
Total	17.6	82.3	0.0	100.0 17345

**Table 4.4- 30: Percent distribution of employees presently enrolled in educational institute by the type of training they receive, according to activity sector**

TYPE OF TRAINING	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
General Programs		2.8	0.1	1.7	1.2
Education	1.8	0.8	0.9	5.3	1.4
Humanities and Arts	5.7	11.7	3.8	34.1	9.3
Social Sciences, Business and Law	64.0	54.2	27.3	42.5	49.0
Sciences	8.8	10.1	6.6	3.8	8.4
Engineering ,Manufacturing and Construction	5.4	12.2	1.2	1.7	6.6
Agriculture	2.9	0.4	0.2	0.5	1.1
Health and Welfare	6.8	2.9	57.8	8.5	19.1
Services	2.7	4.1	0.9	0.4	2.6
Not stated	2.0	0.9	1.2	1.5	1.3
Total	100.0 869	100.0 1174	100.0 818	100.0 194	100.0 3056

**Table 4.4- 31: Percentage distribution of employees presently enrolled in educational institute by the expected qualification, according to activity sector**

Anticipated qualification	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
PhD/Doctorate	1.3	0.2	0.4	1.2	0.6
Masters Degree	19.9	8.1	7.8	13.5	11.7
Post Graduate Diploma	3.0	2.3	1.0		2.0
Bachelors	47.4	47.7	57.5	29.3	49.1
Diploma level (A1)	4.4	5.4	21.8	1.3	9.2
Certificate level (TVET)	1.0	2.2	0.1	1.4	1.2
Secondary-A Level	0.8	4.5	0.9	5.7	2.5
None	1.6	3.6	2.1	2.5	2.6
Other	2.5	4.7	0.6	4.4	3.0
Certificate	17.7	21.1	7.6	39.8	17.7
Not stated	0.5	0.3	0.2	1.0	0.4
Total	100.0 869	100.0 1174	100.0 818	100.0 194	100.0 3056

## Section D. Vocational training /other type of training undertaken in the past

**Table 4.4- 32: Percentage distribution of employees by whether they have received any kind of training since they joined the current employer, according to activity sector**

ACTIVITY SECTOR	Have you received any other kind of training?			Total	
	Yes	No	Not stated		
PUBLIC	68.3	31.7		100.0	3778
PRIVATE FORMAL	29.4	70.5	0.0	100.0	8787
HEALTH	77.7	22.3		100.0	3797
NGO	63.2	36.8		100.0	983
Total	50.4	49.6	0.0	100.0	17345

**Table 4.4- 33: Percentage distribution of employees received training since they joined the current employer by the major field of training according to activity sector**

MAJOR FIELD OF TRAINING	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
General Programs	0.1	0.1	0.1	0.3	0.1
Education	0.5	0.3	0.1	1.5	0.4
Humanities and Arts	2.2	4.6	0.1	33.3	4.4
Social Sciences, Business and Law	56.4	50.5	10.7	36.8	37.9
Sciences	10.9	6.6	4.2	3.6	6.8
Engineering ,Manufacturing and Construction	5.7	11.6	0.6	1.7	5.5
Agriculture	6.7	4.6	0.1	1.3	3.5
Health and Welfare	6.4	5.9	80.3	14.1	31.8
Services	9.2	13.3	3.2	5.4	8.1
Not stated	1.7	2.5	0.5	1.8	1.6
Total	100.0	100.0	100.0	100.0	100.0
	2581	2587	2949	621	8738

**Table 4.4- 34: Percentage distribution of employees received training since they joined the current employer by year of training, according to activity sector**

Year of training	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Before 2007	9.6	8.4	10.7	14.2	9.9
2008	6.3	4.4	6.1	3.8	5.5
2009	9.8	7.8	8.6	10.4	8.9
2010	20.9	20.2	20.0	26.2	20.8
2011	51.5	54.7	51.4	39.5	51.6
2012	1.1	2.7	1.3	3.9	1.8
Not stated	1.0	1.7	1.9	1.9	1.6
Total	100.0 2581	100.0 2587	100.0 2949	100.0 621	100.0 8738

**Table 4.4- 35: Percentage distribution of employees received training since they joined the current employer by the means of training, according to activity sector**

What was the mean of training?	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Apprenticeship	15.5	18.6	13.9	17.8	16.0
Formal training institution	31.2	19.5	29.4	18.6	26.2
On the Job	52.6	61.2	55.6	62.6	56.9
Other	0.7	0.6	1.0	1.0	0.8
Not stated		0.1	0.1		0.1
Total	100.0 2581	100.0 2587	100.0 2949	100.0 621	100.0 8738

**Table 4.4- 36: Mean period (in months) of training for employees received training since they joined the current employer according to activity sector and occupation**

OCCUPATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Managers	0.5	0.7	0.4	0.8	0.6
Professionals	0.6	0.8	0.4	2.1	0.7
Technical and associate professionals	0.6	0.9	0.3	6.2	1.0
Clerical support workers	0.7	0.5	0.3	0.1	0.5
Services and sales workers	1.3	0.7	0.3	1.8	0.9
Craft and related trade workers	0.6	1.5	0.2	0.7	1.1
Plant and machine operators and assemblers	1.5	1.5	0.4	1.2	1.2
Elementary occupations	1.1	0.8	0.3	0.7	0.6
Not stated	.	0.0	.	.	0.0
Total	0.7	0.8	0.3	3.3	0.8

**Table 4.4- 37: Percentage distribution of employees received training since they joined the current employer by the qualification they got from it, according to activity sector**

Qualification from the additional training	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Masters Degree		0.0	0.0		0.0
Post Graduate Diploma	0.1				0.0
Bachelors		0.0	0.0		0.0
Diploma level (A1)			0.0	0.3	0.0
Secondary-A Level		0.0		0.1	0.0
None	47.7	55.7	50.5	50.1	51.2
Other	0.1	0.2	0.3	0.6	0.2
Certificate	52.1	44.0	49.2	48.8	48.5
Not stated		0.1		0.1	0.0
Total	100.0	100.0	100.0	100.0	100.0
	2581	2587	2949	621	8738

**Table 4.4- 38: Percentage distribution of employees received training since they joined the current employer by the place of the training, according to activity sector**

Place of training	ACTIVITY SECTOR				Group Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Rwanda	89.7	93.7	98.0	95.4	94.1
Other EAC countries	2.6	3.0	0.8	2.7	2.1
Rest of Africa	2.6	1.3	0.4	1.4	1.4
Europe	2.2	1.2	0.6	0.1	1.2
Americas	0.7	0.3	0.1	0.2	0.3
Asia	2.1	0.4	0.1	0.1	0.8
Oceania	0.2		0.0		0.1
Missing value		0.1			0.0
Col %	100.0	100.0	100.0	100.0	100.0
Count	2581	2587	2949	621	8738

**Table 4.4- 39: Percentage distribution of employees received training since they joined the current employer by whether the training has improved their performance, according to activity sector**

ACTIVITY SECTOR	Did that training improve your performance?			Total
	Yes	No	Not stated	
PUBLIC	98.8	1.2		100.0 2581
PRIVATE FORMAL	98.8	1.1	0.1	100.0 2587
HEALTH	98.5	1.5		100.0 2949
NGO	95.1	4.9		100.0 621
Total	98.4	1.6	0.0	100.0 8738

**Table 4.4- 40: Percentage distribution of employees who did not receive any training since they joined the current employer by reason of not being trained, according to activity sector**

Reason of not being trained	ACTIVITY SECTOR				Group Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
No training policy	6.8	31.0	5.4	14.3	24.4
No training for my job profile	22.1	24.3	21.9	28.6	23.9
Not offered to me personally	64.0	40.3	66.6	52.5	46.7
Offered to me, but refused	1.0	0.5	0.9	1.3	0.7
No need	1.2	2.4	0.6	1.6	2.1
Other (specify)	4.9	1.4	4.6	1.6	2.2
Missing value		0.0			0.0
Col %	100.0	100.0	100.0	100.0	100.0
Count	1197	6198	848	362	8605

**Table 4.4- 41: Percentage distribution of employees by whether they are involved in designing training plans, according to activity sector**

ACTIVITY SECTOR	Are employees involved in designing training plans?			Total	
	Yes	No	Not stated		
PUBLIC	43.4	56.6	0.0	100.0	3778
PRIVATE FORMAL	24.1	75.8	0.0	100.0	8787
HEALTH	41.2	58.8		100.0	3797
NGO	45.1	54.9		100.0	983
Total	33.2	66.7	0.0	100.0	17345

**Table 4.4- 42: Percentage distribution of employees by whether they need any specific skills to improve their performances, according to activity sector**

ACTIVITY SECTOR	Do you need any specific skills to improve your performance at your current job?			Total	
	Yes	No	Not stated		
PUBLIC	88.3	11.7		100.0	3778
PRIVATE FORMAL	67.8	32.2	0.1	100.0	8787
HEALTH	92.1	7.9		100.0	3797
NGO	82.4	17.6		100.0	983
Total	78.4	21.6	0.0	100.0	17345

**Table 4.4- 43: Percentage distribution of employees who have reported that they need specific skills to improve their performances by area of lacking skills, according to activity sector**

AREA OF LACKING SKILLS	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
General Programs	0.1	1.7	0.1	0.4	0.8
Education	1.5	0.6	0.2	1.7	0.8
Humanities and Arts	6.5	14.0	3.1	42.0	11.0
Social Sciences, Business and Law	47.8	31.1	10.2	26.2	29.5
Sciences	15.3	6.5	6.6	6.6	8.7
Engineering ,Manufacturing and Construction	8.2	20.7	1.6	4.1	11.7
Agriculture	6.4	5.8	0.5	1.9	4.4
Health and Welfare	4.3	2.6	72.5	7.3	21.3
Services	8.8	15.5	4.8	8.5	10.7
Not stated	1.2	1.6	0.3	1.3	1.1
Total	100.0	100.0	100.0	100.0	100.0
	3337	5954	3496	810	13596

**Table 4.4- 44: Percentage distribution of employees by their self-assessment of English proficiency, according to activity sector**

ENGLISH PROFICIENCY	ACTIVITY SECTOR				Total	
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO		
SPOKEN	Proficient	19.9	9.8	10.1	14.5	12.3
	Good	43.4	21.2	36.7	21.6	29.5
	Basic	23.1	17.8	32.3	15.7	22.0
	None	13.6	51.2	20.8	48.1	36.2
	Not stated		0.0			0.0
WRITTEN	Proficient	17.6	9.0	8.8	14.7	11.2
	Good	44.8	22.0	36.7	21.2	30.1
	Basic	24.6	20.0	34.5	17.7	24.1
	None	13.0	48.9	20.0	46.4	34.6
	Not stated		0.1			0.0
Total	100.0	100.0	100.0	100.0	100.0	17345
	3778	8787	3797	983		

**Table 4.4- 45: Percent distribution of employee by their self-assessment of french proficiency, according to activity sector**

FRENCH PROFICIENCY		ACTIVITY SECTOR				Total
		PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
SPOKEN	Proficient	42.8	17.0	36.5	24.1	27.3
	Good	38.2	22.8	45.1	23.9	31.1
	Basic	10.1	19.3	9.9	20.4	15.3
	None	8.9	40.9	8.6	31.6	26.3
	Not stated	0.0				0.0
WRITTEN	Proficient	42.8	17.1	35.8	23.2	27.1
	Good	37.4	22.1	45.4	23.4	30.6
	Basic	10.0	17.4	9.2	19.4	14.1
	None	9.8	43.4	9.6	34.0	28.2
	Not stated	0.0				0.0
Group Total		100.0	100.0	100.0	100.0	100.0
		3778	8787	3797	983	17345

**Table 4.4- 46: Percent distribution of employee by their self-assessment of Kinyarwanda proficiency, according to activity sector**

KINYARWANDA PROFICIENCY		ACTIVITY SECTOR				Total
		PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
WRITTEN	Proficient	92.1	72.2	86.7	78.6	80.1
	Good	5.9	14.5	9.7	14.1	11.6
	Basic	1.4	6.4	2.3	4.8	4.4
	None	0.6	6.8	1.2	2.5	4.0
	Not stated	0.1				0.0
SPOKEN	Proficient	95.2	88.5	91.6	92.4	90.9
	Good	4.4	8.9	6.8	6.8	7.3
	Basic	0.2	1.4	1.3	0.7	1.1
	None	0.1	1.1	0.3	0.2	0.7
	Not stated	0.0				0.0
Group Total		100.0	100.0	100.0	100.0	100.0
		3778	8787	3797	983	17345

**Table 4.4- 47: Percent distribution of employee by their self-assessment of Swahili proficiency, according to activity sector**

SWAHILI PROFICIENCY		ACTIVITY SECTOR				Total
		PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
WRITTEN	Proficient	17.3	12.5	12.4	14.4	13.6
	Good	20.3	13.5	15.4	12.1	15.3
	Basic	24.4	17.5	23.3	17.3	20.3
	None	38.0	56.4	48.9	56.2	50.8
	Not stated		0.1			0.0
SPOKEN	Proficient	17.9	14.0	13.4	15.6	14.8
	Good	22.1	15.9	16.9	13.5	17.4
	Basic	27.1	20.7	26.4	21.9	23.4
	None	32.8	49.3	43.3	48.9	44.4
	Not stated		0.1		0.2	0.0
Group Total		100.0	100.0	100.0	100.0	100.0
		3778	8787	3797	983	17345

## Section E. Performance appraisal

**Table 4.4- 48: Percentage distribution of employees by whether their performance has ever been appraised, according to activity sector**

ACTIVITY SECTOR	Has your performance ever been appraised?			Group Total	
	Yes	No	Not stated	Row %	Count
PUBLIC	89.6	10.4		100.0	2318
PRIVATE FORMAL	61.8	38.2	0.04	100.0	9563
HEALTH	91.9	8.1	0.02	100.0	4454
NGO	72.3	27.7		100.0	1010
Total	73.8	26.1	0.03	100.0	17345

**Table 4.4- 49: Percentage distribution of employees whose performance have ever been appraised by frequency of appraisal, according to activity sector**

FREQUENCY FOR PERFORMANCE APPRAISAL	ACTIVITY SECTOR				Group Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Monthly	9.8	18.1	32.0	19.3	19.7
Quarterly	25.3	9.0	48.9	17.0	24.4
Bi-Annually	14.2	6.1	1.5	4.8	6.9
Annually	37.9	16.2	5.9	35.4	20.2
Ad hoc	10.9	47.4	10.0	20.8	26.4
Don't know	1.9	3.1	1.6	2.7	2.4
Not stated		0.1	0.0		0.0
Col %	100.0	100.0	100.0	100.0	100.0
Count	3397	5424	3489	730	13040

**Table 4.4- 50: Percent distribution of employees whose performance have ever been appraised by the appraising authority, according to activity sector**

Appraising authority	ACTIVITY SECTOR				Group Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
General manager/director	25.3	24.3	19.8	34.8	23.9
HR officer	10.8	17.7	13.0	13.5	14.4
Departmental head	18.3	19.4	24.5	10.9	20.0
Immediate supervisor	36.2	33.1	25.3	32.2	31.7
Consultant	1.2	1.3	2.3	1.5	1.5
Panel	6.8	2.9	12.4	6.4	6.6
Other (specify)	1.3	1.2	2.7	0.5	1.6
Missing value	0.1	0.2	0.1	0.2	0.2
Col %	100.0	100.0	100.0	100.0	100.0
Count	3397	5424	3489	730	13040

**Table 4.4- 51: Percentage distribution of employees whose performance have ever been appraised by whether they have received feedback after appraisal, according to activity sector**

ACTIVITY SECTOR	Do you receive a feedback?			Total	
	Yes	No	Not stated		
PUBLIC	89.1	3.6	7.3	100.0	3397
PRIVATE FORMAL	87.6	5.9	6.5	100.0	5424
HEALTH	92.4	2.6	4.9	100.0	3489
NGO	87.6	5.9	6.5	100.0	730
Total	89.3	4.5	6.3	100.0	13040

## Section F: Career growth

**Table 4.4- 52: Percentage distribution of employees by whether they have promoted, according to activity sector**

ACTIVITY SECTOR	Have you ever been promoted since you joined your current employer?			Total	
	Yes	No	Not stated		
PUBLIC	20.1	79.9		100.0	3778
PRIVATE FORMAL	20.6	79.4	0.0	100.0	8787
HEALTH	17.8	82.2		100.0	3797
NGO	28.1	71.9		100.0	983
Total	20.3	79.7	0.0	100.0	17345

**Table 4.4- 53: Percentage distribution of employees who have ever been promoted by how long ago they have been promoted according to activity sector**

LAST PROMOTION IN INTERVAL	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Less than 1year	35.1	31.1	30.7	23.0	31.2
1year -	21.3	28.6	22.8	27.6	25.8
2 Years -	23.0	23.3	29.1	21.1	24.2
4 Years-	10.9	8.2	9.1	9.1	9.0
6 Years and above	9.3	8.8	8.1	19.2	9.6
Not stated	0.4	0.0	0.1		0.1
Total	100.0	100.0	100.0	100.0	100.0
	758	1808	678	276	3519

## Section G: Working terms and conditions

**Table 4.4- 54: Average weekly working hours by occupation and activity sector**

OCCUPATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Managers	49.3	53.4	49.0	45.7	50.6
Professionals	47.3	49.1	50.7	41.4	48.4
Technical and associate professionals	49.5	49.0	51.2	34.1	49.0
Clerical support workers	46.4	56.9	48.5	41.3	52.5
Services and sales workers	71.3	67.5	59.9	64.9	67.3
Craft and related trade workers	52.7	53.0	50.6	43.3	52.8
Plant and machine operators and assemblers	61.1	53.7	60.8	49.9	55.1
Elementary occupations	49.6	50.0	54.0	50.7	50.5
Not stated	.	47.2	.	.	47.2
Total	51.6	55.6	51.8	44.6	53.3

**Table 4.4- 55: percentage distribution of employees by whether they are entitled to annual leave days, according to activity sector**

ACTIVITY SECTOR	Are you entitled to annual leave days?			Total	
	Yes	No	Not stated		
PUBLIC	86.8	13.2		100.0	3778
PRIVATE FORMAL	44.9	55.0	0.1	100.0	8787
HEALTH	96.0	4.0	0.0	100.0	3797
NGO	62.7	37.2	0.1	100.0	983
Total	66.2	33.7	0.1	100.0	17345

**Table 4.4- 56: Percentage distribution of employees by whether they are entitled to annual leave days, according to occupation**

OCCUPATION	Are you entitled to annual leave days?			Group Total	
	Yes	No	Not stated		
Managers	88.4	11.6		100.0	1841
Professionals	87.5	12.5		100.0	2940
Technical and associate professionals	87.1	12.9	0.0	100.0	3681
Clerical support workers	72.7	27.2	0.1	100.0	1131
Services and sales workers	46.2	53.8	0.1	100.0	3064
Craft and related trade workers	53.6	46.4		100.0	903
Plant and machine operators and assemblers	65.8	34.1	0.1	100.0	773
Elementary occupations	28.2	71.8	0.1	100.0	3008
Not stated	30.0	14.1	55.9	100.0	4
Row %	66.2	33.7	0.1	100.0	17345

**Table 4.4- 57: Mean annually leave in calendar or working days entitled to employees by occupation and activity sector**

OCCUPATION	ACTIVITY SECTOR									
	PUBLIC		PRIVATE FORMAL		HEALTH		NGO		Total	
	Calendar days	Working days	Calendar days	Working days	Calendar days	Working days	Calendar days	Working days	Calendar days	Working days
Managers	30	24	27	20	29	22	28	21	29	21
Professionals	30	23	27	20	30	20	28	21	29	21
Technical and associate professionals	30	23	26	20	30	21	29	23	29	21
Clerical support workers	29	23	25	19	29	21	27	19	28	20
Services and sales workers	30	20	23	19	29	19	26	20	26	19
Craft and related trade workers	29	21	24	18	28	19	29	17	26	18
Plant and machine operators and assemblers	29	21	24	19	29	18	24	20	26	19
Elementary occupations	27	19	23	19	27	19	26	17	25	19
Not specified	.	.	18	.	.	.	.	.	18	.
Total	30	23	25	19	29	20	28	21	28	20

**Table 4.4- 58: Percentage distribution of employees by the time it takes them to reach their workplace, according to occupation**

OCCUPATION	How long does it take you to reach your workplace?					Total
	Less than 10 minutes	10 - 20 minutes	21 - 30 minutes	More than 30 minutes	Not stated	
Managers	25.7	30.8	20.9	22.5	0.0	100.0 1841
Professionals	21.5	27.6	21.3	29.5	0.1	100.0 2940
Technical and associate professionals	21.0	26.6	18.7	33.6	0.0	100.0 3681
Clerical support workers	18.9	25.7	20.8	34.6	0.0	100.0 1131
Services and sales workers	24.4	22.1	19.5	34.0	0.0	100.0 3064
Craft and related trade workers	16.3	19.0	20.2	44.4	0.2	100.0 903
Plant and machine operators and assemblers	13.5	21.9	22.5	41.8	0.2	100.0 773
Elementary occupations	9.9	12.9	16.2	61.0	0.1	100.0 3008
Not stated		30.0	14.1		55.9	100.0 4
Total	19.5	23.4	19.4	37.5	0.1	100.0 17345

**Table 4.4- 59: Percentage distribution of employees by the main mode of transport used to reach their working place by occupation**

OCCUPATION	Main mode of transport you use to reach your workplace							Total
	Public transport (taxi, bus)	Office transport	On foot	Own transport	Hired (Car, Motor cycle, bicycle)	Other	Not stated	
Managers	22.3	7.7	40.7	21.1	7.6	0.6	0.0	100 1841
Professionals	31.0	3.2	45.0	10.5	9.8	0.4	0.0	100 2940
Technical and associate professionals	25.0	4.3	56.8	6.2	7.5	0.2	0.0	100 3681
Clerical support workers	35.7	3.1	44.6	8.2	8.0	0.4	0.0	100 1131
Services and sales workers	21.6	1.9	66.7	2.4	5.7	1.7	0.1	100 3064
Craft and related trade workers	23.9	4.1	60.5	3.7	7.1	0.4	0.4	100 903
Plant and machine operators and assemblers	29.1	5.2	55.8	3.1	6.5	0.2	0.0	100 773
Elementary occupations	6.2	1.3	88.6	1.3	2.0	0.4	0.1	100 3008
Not stated			44.1			55.9	100	4
Total	22.7	3.5	59.7	6.9	6.6	0.6	0.1	100 17345

**Table 4.4- 60: Percentage distribution of employees by to the time (in minutes) use to reach their workplace they use to get at workplace, according to the mode of transportation**

Mode of transportation	How long does it take you to reach your workplace?					Total	
	Less than 10 minutes	10 - 20 minutes	21 - 30 minutes	More than 30 minutes	Missing value	Row %	Count
Public transport (taxi, bus)	4.8	17.6	25.6	51.9	0.1	100.0	3936
Office transport	17.5	28.9	24.8	28.8		100.0	601
On foot	25.8	23.3	16.5	34.4	0.0	100.0	10358
Own transport	18.4	40.3	19.4	21.9		100.0	1189
Hired (Car, Motor cycle, bicycle)	10.9	25.2	24.2	39.6	0.1	100.0	1144
Other (specify)	78.2	6.2	2.0	13.7		100.0	102
Missing value	11.2	10.4	5.4	28.7	44.4	100.0	16
Total	19.5	23.4	19.4	37.5	0.1	100.0	17345

**Table 4.4- 61: Percentage distribution of employees by whether they are entitled to medical care assistance, according to activity sector**

ACTIVITY SECTOR	Entitled to medical care assistance			Total	
	Yes	No	Not stated		
PUBLIC	87.0	13.0		100.0	3778
PRIVATE FORMAL	34.5	65.4	0.1	100.0	8787
HEALTH	87.4	12.6		100.0	3797
NGO	41.1	58.9		100.0	983
Total	57.9	42.1	0.1	100.0	17345

**Table 4.4- 62: Distribution of employees by whether they are entitled to medical care assistance, according to occupation**

OCCUPATION	Entitled to medical care assistance			Total	
	Yes	No	Not stated		
Managers	84.4	15.6	0.0	100.0	1841
Professionals	78.9	21.1		100.0	2940
Technical and associate professionals	80.4	19.6		100.0	3681
Clerical support workers	63.8	36.2		100.0	1131
Services and sales workers	35.7	64.2	0.2	100.0	3064
Craft and related trade workers	38.6	61.4		100.0	903
Plant and machine operators and assemblers	59.8	40.2		100.0	773
Elementary occupations	19.3	80.7	0.0	100.0	3008
Not stated	30.0	14.1	55.9	100.0	4
Total	57.9	42.1	0.1	100.0	17345

**Table 4.4- 63: Percentage distribution of employees who are entitled to medical care assistance by the extent it covers the medical expenses, according to occupation**

OCCUPATION	To what extent does it cover your medical expenses?			Total	
	Partially	Totally	Not stated		
Managers	88.1	11.9		100.0	1554
Professionals	92.7	7.3		100.0	2319
Technical and associate professionals	93.5	6.4	0.1	100.0	2960
Clerical support workers	86.2	13.7	0.1	100.0	722
Services and sales workers	78.5	21.1	0.5	100.0	1093
Craft and related trade workers	80.2	19.6	0.3	100.0	349
Plant and machine operators and assemblers	83.2	16.8		100.0	462
Elementary occupations	77.4	22.6		100.0	579
Not stated	100.0			100.0	1
Total	88.4	11.5	0.1	100.0	10040

**Table 4.4- 64: Percentage distribution of employees who are entitled to medical care assistance by whether the assistance extend to their family or not, according to activity sector**

ACTIVITY SECTOR	Does the assistance extend to your family?			Group Total	
	Yes	No	Not stated	Row %	Count
PUBLIC	78.0	21.8	0.2	100.0	3288
PRIVATE FORMAL	60.5	39.1	0.4	100.0	3030
HEALTH	77.4	22.4	0.2	100.0	3317
NGO	82.1	17.5	0.4	100.0	404
TOTAL	72.7	27.0	0.3	100.0	10040

**Table 4.4- 65: Percentage distribution of employees who are entitled to medical care assistance by whether the assistance extend to their family or not, according to occupation**

OCCUPATION	Does the assistance extend to your family?			Total	
	Yes	No	Not stated		
Managers	78.6	21.3	0.2	100.0	1554
Professionals	76.5	23.4	0.1	100.0	2319
Technical and associate professionals	76.3	23.5	0.2	100.0	2960
Clerical support workers	70.1	29.0	0.8	100.0	722
Services and sales workers	61.6	38.0	0.5	100.0	1093
Craft and related trade workers	62.3	37.4	0.2	100.0	349
Plant and machine operators and assemblers	65.8	34.2		100.0	462
Elementary occupations	59.3	40.2	0.4	100.0	579
Not stated	100.0			100.0	1
Total	72.7	27.0	0.3	100.0	10040

**Table 4.4- 66: Percentage of employees who have reported that they get some benefits from their employer by occupation**

BENEFITS FROM EMPLOYER		OCCUPATION								Total	
		Managers	Professionals	associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations		
Clothing/Uniform	Yes all	24.9	38.1	49.2	38.8	55.6	54.2	51.5	36.7	43.4	
	Yes partially	6.7	5.7	4.6	7.2	5.6	4.1	7.6	5.1		
Protective gear	Yes all	23.0	36.1	51.9	28.2	40.7	58.6	45.7	39.8	40.6	
	Yes partially	5.4	6.2	5.4	5.7	6.5	5.1	5.7	6.6		
Accommodation	Yes all	12.5	11.7	10.0	11.8	21.0	12.2	11.9	6.9	12.3	
	Yes partially	7.5	7.9	7.4	6.0	5.4	5.0	6.7	4.3		
Transport	Yes all	14.2	11.3	10.1	9.4	8.0	9.1	14.0	3.5	9.3	
	Yes partially	7.7	7.5	6.4	8.8	6.8	7.1	8.9	5.1		
Pay to and from annual leave	Yes all	81.0	79.8	80.4	68.0	45.0	49.3	58.8	28.3	61.7	
	Yes partially	1.9	2.2	1.4	2.9	3.2	2.2	2.9	3.4		
Food	Yes all	13.4	11.7	9.9	22.3	38.2	20.8	22.4	17.3	18.8	
	Yes partially	12.8	12.6	10.1	12.1	8.6	12.7	13.2	7.6		
Free education for dependants	Yes all	3.0	1.7	1.4	2.7	2.8	1.2	2.1	0.9	1.9	
	Yes partially	5.1	4.0	3.7	4.8	4.6	3.7	4.6	3.7		
Maternal and paternal leave	Yes all	87.4	86.9	88.1	78.4	60.8	63.6	70.5	41.1	72.1	
	Yes partially	1.8	2.0	0.9	2.5	3.2	2.1	2.5	2.7		
Health and safety	Yes all	28.7	23.6	25.8	25.5	14.7	24.6	26.2	9.4	20.9	
	Yes partially	7.2	8.2	6.3	7.0	6.6	5.5	8.2	4.9		
Terminal benefits	Yes all	58.7	55.1	55.5	52.6	28.6	36.4	43.9	17.5	42.7	
	Yes partially	3.5	3.4	2.5	3.2	3.8	2.8	3.5	3.6		
Any other	Yes all	1.8	2.1	1.0	1.7	0.5	0.7	0.5	0.3	1.1	
	Yes partially	5.6	6.4	4.9	5.7	4.7	4.4	5.1	3.9		
Total		1841	2940	3681	1131	3064	903	773	3008	4	17345

**Table 4.4- 67: Percent of employees who have reported that they get some specified benefits from their employer by activity sector**

BENEFITS FROM EMPLOYER		ACTIVITY SECTOR				Total
		PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Clothing/Uniform	Yes all	27.1	43.6	66.4	15.0	43.4
	Yes partially	5.2	6.1	4.5	5.9	5.6
Protective gear	Yes all	21.0	35.8	78.4	12.6	40.6
	Yes partially	4.9	6.3	6.2	5.8	6.0
Accommodation	Yes all	10.2	13.2	11.9	13.5	12.3
	Yes partially	5.8	5.3	8.9	7.6	6.4
Transport	Yes all	11.5	8.7	9.2	7.0	9.3
	Yes partially	8.0	6.3	6.4	10.0	6.9
Pay to and from annual leave	Yes all	79.7	42.3	89.0	59.5	61.7
	Yes partially	1.9	3.2	1.1	3.3	2.5
Food	Yes all	9.1	27.8	8.6	14.4	18.8
	Yes partially	11.2	10.5	9.6	12.3	10.5
Free education for dependants	Yes all	1.5	2.3	1.3	2.0	1.9
	Yes partially	3.7	4.6	2.9	6.1	4.2
Maternal and paternal leave	Yes all	90.4	54.7	94.5	71.9	72.1
	Yes partially	1.3	2.9	0.9	2.8	2.1
Health and safety	Yes all	30.2	17.0	21.6	16.9	20.9
	Yes partially	6.9	6.0	7.5	7.5	6.6
Terminal benefits	Yes all	63.9	28.2	57.0	36.3	42.7
	Yes partially	2.9	3.5	2.9	4.2	3.3
Any other	Yes all	2.1	0.7	1.0	0.9	1.1
	Yes partially	5.5	4.7	5.2	6.0	5.1
Group Total		100.0	100.0	100.0	100.0	100.0
		3778	8787	3797	983	17345

**Table 4.4- 68: Percentage distribution of employees by the frequency of salary increase according to activity sector**

SALARY INCREMENT FREQUENCY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Every year	10.7	22.5	4.4	30.9	16.4
Once every 3 years	10.4	5.2	3.5	4.7	5.9
Once beyond 3 years	7.2	2.7	4.6	3.9	4.2
No increase	52.1	51.7	72.2	37.7	55.5
Doesn't know	19.6	17.3	15.2	17.1	17.3
No remuneration		0.5	0.0	5.7	0.6
Not stated		0.1	0.1	0.1	0.1
Total	100.0 3778	100.0 8787	100.0 3797	100.0 983	100.0 17345

**Table 4.4- 69: Percentage distribution of employees by the frequency of salary increase according to occupation**

OCCUPATION	SALARY INCREMENT FREQUENCY							Total
	Every year	Once every 3 years	Once over 3 years	No increase	Doesn't know	No remuneration	Not stated	
Managers	22.3	10.5	5.8	41.2	19.9	0.3	0.0	100.0 1841
Professionals	15.9	6.8	3.9	54.2	18.4	0.8	0.1	100.0 2940
Technical and associate professionals	12.3	4.9	4.0	60.7	16.5	1.3	0.1	100.0 3681
Clerical support workers	23.5	7.4	4.3	46.0	18.5	0.2		100.0 1131
Services and sales workers	17.5	3.7	3.7	54.6	19.7	0.8	0.1	100.0 3064
Craft and related trade workers	19.5	7.4	4.9	49.9	18.2		0.0	100.0 903
Plant and machine operators and assemblers	27.1	7.0	3.0	49.0	13.9			100.0 773
Elementary occupations	11.1	4.4	4.0	67.0	13.5	0.0	0.1	100.0 3008
Not stated	30.0				14.1		55.9	100.0 4
Total	16.4	5.9	4.2	55.5	17.3	0.6	0.1	100.0 1734
								5

**Table 4.4- 70: Percentage distribution of employees by whether their salary is annually adjusted for inflation, according to activity sector**

ACTIVITY SECTOR	Is your salary annually adjusted for inflation?					Group Total	
	Yes, always	Yes, sometimes	No	Don't know	Missing value	Row %	Count
PUBLIC	2.6	9.2	85.0	3.3		100.0	1070
PRIVATE FORMAL	5.7	12.2	76.8	4.4	1.0	100.0	2664
HEALTH	4.5	6.6	83.2	5.4	0.4	100.0	476
NGO	3.9	7.9	86.2	1.7	0.2	100.0	388
Total	4.7	10.5	80.2	4.0	0.6	100.0	4597

**Table 4.4- 71: Percentage distribution of employees by whether their salary is annually adjusted for inflation, according to occupation**

OCCUPATION	Is your salary annually adjusted for inflation?					Group Total	
	Yes, always	Yes, sometimes	No	Don't know	Missing value	Row %	Count
Managers	7.1	10.7	77.1	4.6	0.5	100.0	710
Professionals	4.3	10.9	81.0	3.7	0.2	100.0	782
Technical and associate professionals	4.7	8.7	83.3	3.2	0.1	100.0	784
Clerical support workers	3.0	12.4	80.1	4.0	0.4	100.0	400
Services and sales workers	4.6	11.5	78.7	4.1	1.0	100.0	760
Craft and related trade workers	5.7	10.3	78.6	4.8	0.6	100.0	287
Plant and machine operators and assemblers	4.9	10.4	80.4	3.8	0.6	100.0	287
Elementary occupations	2.8	9.9	81.2	4.2	1.9	100.0	586
Not specified			100.0			100.0	1
TOTAL	4.7	10.5	80.2	4.0	0.6	100.0	4597

## Section H: Labour right and related issues

**Table 4.4- 72: Percentage distribution of employees by whether they are member in any trade union or any other collective bargaining association, according to activity sector**

ACTIVITY SECTOR	Membership in any trade union			Group Total	
	Yes	No	Missing value	Row %	Count
PUBLIC	32.6	67.4		100.0	3778
PRIVATE FORMAL	22.0	78.0	0.0	100.0	8787
HEALTH	51.1	48.9		100.0	3797
NGO	36.2	63.8		100.0	983
Total	31.5	68.5	0.0	100.0	17345

**Table 4.4- 73: Percentage distribution of employees by whether they are member in any trade union or any other collective bargaining association, according to occupation**

OCCUPATION	Membership in any trade union			Total	
	Yes	No	Not stated		
Managers	37.3	62.7		100.0	1841
Professionals	41.1	58.9		100.0	2940
Technical and associate professionals	44.2	55.8	0.0	100.0	3681
Clerical support workers	27.5	72.5		100.0	1131
Services and sales workers	17.4	82.6		100.0	3064
Craft and related trade workers	26.8	73.2		100.0	903
Plant and machine operators and assemblers	22.8	77.2		100.0	773
Elementary occupations	22.4	77.6		100.0	3008
Not stated	14.1	30.0	55.9	100.0	4
Total	31.5	68.5	0.0	100.0	17345

**Table 4.4- 74: Percentage distribution of employees who are not a member in any trade union or any other collective bargaining organization by reason, according to occupation**

OCCUPATION	REASON EMPLOYEES DO NOT BELONG TO ANY TRADE UNION OR ANY OTHER COLLECTIVE BARGAINING ORGANISATION					Total
	Employer does not allow	I do not know any union	Unions do not help	Other	Not stated	
Managers	5.9	79.9	3.9	9.7	0.6	100.0 1154
Professionals	4.6	78.9	5.4	10.3	0.7	100.0 1733
Technical and associate professionals	4.2	79.8	4.1	10.8	1.2	100.0 2053
Clerical support workers	4.9	83.8	3.2	7.2	1.0	100.0 820
Services and sales workers	4.3	83.5	4.7	6.6	0.9	100.0 2532
Craft and related trade workers	3.6	81.1	4.3	10.1	1.0	100.0 661
Plant and machine operators and assemblers	4.8	82.4	4.6	7.4	0.8	100.0 597
Elementary occupations	5.0	82.2	4.5	7.6	0.7	100.0 2335
Not stated		100.0				100.0 1
Total	4.6	81.4	4.5	8.6	0.9	100.0 11886

**Table 4.4- 75: Percentage distribution of employees who are not a member in any trade union or any other collective bargaining organization by reason, according to activity sector**

REASON EMPLOYEES DO NOT BELONG TO ANY TRADE UNION OR ANY OTHER COLLECTIVE BARGAINING ORGANISATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Employer does not allow	4.4	4.9	4.8	2.6	4.6
I do not know any union	80.6	81.9	78.6	87.5	81.4
Unions do not help	3.5	5.0	4.2	3.5	4.5
Other	10.6	7.5	11.1	5.6	8.6
Not stated	0.8	0.8	1.3	0.8	0.9
Group Total	100.0 2547	100.0 6856	100.0 1856	100.0 627	100.0 11886

**Table 4.4- 76: Percentage distribution of employees by whether employer contributes for them regularly to the social security fund or not, according to activity sector**

ACTIVITY SECTOR	Is your employer contributing regularly to the social security fund for you?				Group Total	
	Yes	No	Don't know	Not stated	Row %	Count
PUBLIC	88.7	8.5	2.8		100.0	3778
PRIVATE FORMAL	57.3	37.2	5.4	0.1	100.0	8787
HEALTH	94.0	3.7	2.3		100.0	3797
NGO	69.5	28.3	2.2		100.0	983
Total	72.9	23.1	4.0	0.0	100.0	17345

**Table 4.4- 77: Percentage distribution of employees by whether employer contributes for them regularly to the social security fund or not, according to occupation**

OCCUPATION	Is your employer contributing regularly to the social security fund for you?				Total	
	Yes	No	Don't know	Not stated		
Managers	90.8	7.8	1.4		100.0	1841
Professionals	88.3	10.0	1.6		100.0	2940
Technical and associate professionals	89.0	8.9	2.1		100.0	3681
Clerical support workers	80.8	15.5	3.7		100.0	1131
Services and sales workers	51.9	42.3	5.8		100.0	3064
Craft and related trade workers	65.7	30.2	4.1		100.0	903
Plant and machine operators and assemblers	77.5	18.3	3.9	0.2	100.0	773
Elementary occupations	46.3	45.2	8.4	0.1	100.0	3008
Not stated	30.0	14.1		55.9	100.0	4
Total	72.9	23.1	4.0	0.0	100.0	17345

**Table 4.4- 78: Percentage of employees who have reported that their activities expose them to specified dangers by occupation**

OCCUPATION	Type of hazardous work conditions						Total
	Extreme Dust, toxic gases	Extreme Noise	Extreme temperature / humidity	Dangerous tools/animals	Work underground	Other	
Managers	19.3	15.6	14.7	15.1	1.0	1.0	1841
Professionals	24.5	13.6	15.3	29.7	0.4	0.9	2940
Technical and associate professionals	31.8	18.5	18.8	48.9	1.6	1.1	3681
Clerical support workers	23.9	23.3	15.6	17.7	0.9	0.5	1131
Services and sales workers	25.6	25.0	31.4	31.1	1.0	0.5	3064
Craft and related trade workers	55.7	57.2	43.5	75.6	7.0	1.3	903
Plant and machine operators and assemblers	55.9	51.2	44.8	53.9	11.9	0.8	773
Elementary occupations	44.1	22.6	40.9	51.7	2.2	0.1	3008
Not stated	14.1			14.1			4
Total	32.1	23.0	26.1	39.0	2.0	0.7	17345

**Table 4.4- 79: Percentage of employees who have reported that their activities expose them to specified dangers, according to activity sector**

ACTIVITY EXPOSE OF RISK	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Extreme Dust, toxic gases	30.3	33.2	33.4	23.5	32.1
Extreme Noise	19.0	30.5	12.5	12.0	23.0
Extreme temperature / humidity	22.3	32.1	17.6	19.3	26.1
Dangerous tools/animals	20.8	37.9	66.2	12.7	39.0
Work underground	1.3	3.1	0.7	0.4	2.0
Other	0.9	0.4	1.5	0.2	0.7
Total	3778	8787	3797	983	17345

## Section I. Challenges at workplace

**Table 4.4- 80: Percentage of employees who reported that they face some specified challenges at work by type of challenges according to occupation**

Type of challenge	OCCUPATION								Total	
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations		
Verbal abuse	6.6	7.2	7.2	8.8	10.3	9.3	11.9	8.1	8.3	
Physical abuse	0.4	0.4	1.1	0.4	1.4	1.0	0.2	1.0	0.8	
Sexual harassment	0.1	0.1	0.0	0.1	0.1	0.3	0.1	0.3	0.1	
Neglect	5.6	7.3	7.4	9.3	11.3	9.7	13.1	9.5	8.7	
Nonpayment of salary	1.0	0.9	1.6	0.9	1.7	1.3	2.6	1.8	1.5	
Nonpayment of other benefits	4.0	4.3	5.3	4.6	4.0	3.6	3.6	3.6	4.3	
Delayed payments of salary	6.1	7.2	7.9	9.1	9.6	7.2	13.2	8.0	8.2	
Delayed payments of benefits	6.2	6.3	6.2	5.2	5.4	5.4	5.5	5.7	5.9	
Underpayment of salary	16.5	20.1	19.1	18.4	19.5	18.1	20.7	18.1	18.9	
Fatigue	34.2	34.1	35.2	30.4	33.9	35.1	41.7	30.0	33.7	
Excess workload/hours	38.9	36.9	36.7	32.1	30.0	30.3	38.5	18.8	32.1	
Dependants	16.5	17.9	16.3	13.9	9.6	11.8	10.5	6.1	13.0	
Discrimination	0.5	0.9	1.1	1.1	0.7	1.0	1.9	0.6	0.9	
Other	5.0	5.4	4.8	4.7	4.4	4.0	4.4	3.8	4.6	
Total	1841	2940	3681	1131	3064	903	773	3008	4	17345

**Table 4.4- 81: Percentage of employees who reported that they face some specified challenges at work by type of challenges according to activity sector**

Type of challenge	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Verbal abuse	8.7	8.8	7.5	4.8	8.3
Physical abuse	1.0	0.9	0.5	1.6	0.8
Sexual harassment	0.0	0.2	0.1	0.1	0.1
Neglect	9.0	9.5	7.7	5.1	8.7
Nonpayment of salary	1.2	1.7	0.8	3.1	1.5
Nonpayment of other benefits	6.5	3.4	4.4	3.1	4.3
Delayed payments of salary	10.3	7.6	8.5	3.7	8.2
Delayed payments of benefits	7.9	4.9	7.1	2.0	5.9
Underpayment of salary	22.2	16.7	21.2	16.0	18.9
Fatigue	41.3	30.4	37.5	19.9	33.7
Excess workload/hours	42.8	26.0	39.4	18.1	32.1
Dependants	19.1	8.5	18.9	6.3	13.0
Discrimination	0.8	0.8	1.3	0.3	0.9
Other	5.6	3.5	6.8	2.4	4.6
Total	3778	8787	3797	983	17345

**Table 4.4- 82: Percentage of employees reacting against faced challenge by the manner of reaction, according to activity sector**

Manner of reaction	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Inform HR management	34.2	30.6	38.1	30.7	33.4
Take painkillers	8.5	6.6	13.3	6.1	8.8
Talk to family members	43.4	44.2	46.4	45.4	44.6
Talk to supervisor	53.9	46.6	52.9	50.4	50.2
Inform police/lawyers	6.0	3.2	3.8	3.4	4.1
Inform manager/directors	19.7	12.8	17.5	19.1	16.1
Talk to friend	39.0	43.1	44.3	34.7	42.0
Ignore them	35.3	33.7	38.0	28.6	35.0
Inform the Labour Inspector	4.3	1.7	3.6	0.5	2.8
Ombudsman	2.0	1.1	2.6	1.6	1.8
Public Service Commission	2.6	0.9	2.9	1.1	1.8
Other (specify)	0.8	1.0	0.8	1.6	0.9
Total	2172	3680	2022	308	8182

**Table 4.4- 83: Percentage of employees reacting against faced challenge by the manner of reaction, according to occupation**

Manner of reaction	OCCUPATION								Total	
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations		
Inform HR management	29.9	32.4	37.7	32.7	35.0	37.3	36.9	26.8	100.0	33.4
Take painkillers	10.7	9.5	11.0	8.1	6.7	9.9	12.0	4.1		8.8
Talk to family members	43.0	42.3	45.0	43.6	45.2	47.5	55.1	43.1		44.6
Talk to supervisor	51.7	50.2	53.9	45.8	53.0	52.2	46.0	43.1		50.2
Inform police/lawyers	5.7	5.2	4.1	1.6	4.9	4.2	3.0	2.0		4.1
Inform manager/directors	20.7	18.1	18.2	12.7	16.2	16.4	12.1	9.5		16.1
Talk to friend	37.5	40.6	41.7	41.4	44.7	45.4	46.9	41.8		42.0
Ignore them	37.3	36.6	34.6	31.6	36.1	30.0	31.7	34.9		35.0
Inform the Labour Inspector	4.0	3.9	3.3	2.9	1.7	1.8	2.3	1.7		2.8
Ombudsman	2.3	2.8	2.1	1.2	1.3	1.1	0.8	1.0		1.8
Public Service Commission	3.0	2.8	2.5	0.7	1.1	1.7	0.2	0.7		1.8
Other	1.7	0.7	0.6	0.8	0.7	0.8	1.4	1.3		0.9
Group Total	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
	891	1471	1836	526	1380	422	416	1240	1	8182

## Section J. Gender

**Table 4.4- 84: Percentage distribution of employees by whether their organisation has a gender policy, according to activity sector**

Does your organization have a gender policy?	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Yes	85.4	59.1	77.2	74.2	69.6
No	7.1	25.4	11.1	16.9	17.8
Unknown	7.5	15.5	11.6	8.9	12.5
Not stated	0.0				0.0
Group Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 85: Percentage distribution of employees by whether their organisation practice any form of preferential treatment due to sex, according to activity sector**

Preferential treatment due to sex?	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Yes	5.6	5.4	2.6	6.5	4.9
No	86.1	80.7	88.1	87.2	83.9
Unknown	8.3	13.9	9.2	6.3	11.2
Not stated		0.0			0.0
Group Total	100.0	100.0	100.0	100.0	100.0
	3778	8787	3797	983	17345

**Table 4.4- 86: Percentage of employees who reported that their organisation practice some form of preferential treatment due to sex by the type of such preferential treatment and activity sector**

TYPE OF PREFERENTIAL TREATMENT	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Quota for women (managm.)	77.5	24.1	74.4	65.7	46.5
Overall quota for women	61.8	28.7	70.7	57.4	44.0
Pref. recruitment for women	44.2	21.4	33.7	49.6	30.7
Pref. recruitment for men	9.7	55.5	13.5	43.5	38.2
Maternity leave		0.2			0.1
Differential retirement age	17.8	17.2	9.7	7.5	15.7
Preferential payment	12.5	11.8	9.9	6.3	11.3
Others	0.5	2.8	0.8	2.5	2.0
Total	212	475	101	64	852

**Table 4.4- 87: Percentage of employees by their opinions on whether any establishment should practice any form of preferential treatment due to sex by the type of preferential treatment and activity sector**

TYPE OF PREFERENTIAL TREATMENT	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Quota for women (management)	62.6	55.7	57.7	56.4	57.7
Overall quota for women	54.5	49.6	51.6	52.1	51.2
Pref. recruitment for women	24.7	24.1	23.4	28.6	24.3
Pref. recruitment for men	11.5	13.4	9.6	13.0	12.1
Maternity leave	92.2	86.6	92.7	88.4	89.3
Differential retirement age	39.6	33.8	37.6	39.7	36.2
Preferential payment	11.0	10.4	9.8	11.2	10.4
Others	1.5	0.7	1.2	0.7	1.0
Total	3778	8787	3797	983	17345

## Section K. Use of ICT

**Table 4.4- 88: Percentage distribution of employees by whether their organisation has introduced the use of ICT , according to activity sector**

ACTIVITY SECTOR	Has your organization introduced the use of ICT?			Total	
	Yes	No	Not stated		
PUBLIC	89.9	10.1		100.0	3778
PRIVATE FORMAL	68.8	31.2	0.0	100.0	8787
HEALTH	92.4	7.5	0.0	100.0	3797
NGO	62.1	37.9		100.0	983
Total	78.2	21.8	0.0	100.0	17345

**Table 4.4- 89: Percentage of employees who have reported that their establishments have introduced the use of ICT by type of its utilisation, according to activity sector**

UTILISATION TYPE	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Production	90.1	69.4	84.5	80.8	79.0
Marketing	54.7	46.5	25.4	34.3	42.5
Human resource management	59.7	44.5	46.0	40.5	48.5
Communication	78.8	58.5	71.3	68.9	67.4
Records management	94.5	74.2	93.0	89.3	84.8
Accounting/Finance/Budgeting	90.8	72.6	90.0	85.7	82.3
Others	3.7	2.5	3.3	3.4	3.1
Recruitment	46.2	23.0	26.3	21.9	29.6
Total	3396	6045	3510	611	13562

**Table 4.4- 90: Percentage of employees who reported the way their establishments were affected by the use of technology, according to activity sector**

USE OF TECHNOLOGY EFFECTS		ACTIVITY SECTOR				Total
		PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Production	Increased/improved	88.5	67.8	82.9	78.5	77.4
	Decreased	0.5	0.2	0.2	0.5	0.3
	No effect	0.5	0.7	0.8	2.5	0.7
	Not applicable	5.8	11.5	10.8	10.0	9.8
	Don't know	4.6	19.8	5.4	8.5	11.8
	Not stated	0.0	0.0	0.0	0.0	0.0
Marketing	Increased/improved	53.5	44.7	24.3	32.6	41.1
	Decreased	1.0	0.5	1.0	0.7	0.8
	No effect	1.2	1.2	1.4	5.4	1.4
	Not applicable	36.4	28.0	62.1	49.3	39.9
	Don't know	7.8	25.5	11.3	11.8	16.8
	Not stated	0.0	0.0	0.0	0.3	0.0
Human resource management	Increased/improved	58.4	42.3	43.2	36.8	46.3
	Decreased	0.9	0.7	0.5	0.7	0.7
	No effect	1.4	1.2	1.8	4.9	1.6
	Not applicable	32.5	31.1	44.9	44.7	35.6
	Don't know	6.7	24.7	9.4	13.3	15.7
	Not stated	0.0	0.0	0.0	0.3	0.0
Communication	Increased/improved	76.9	56.3	68.9	65.2	65.1
	Decreased	0.6	0.4	0.6	0.6	0.5
	No effect	1.2	1.2	1.2	3.3	1.3
	Not applicable	16.3	18.8	22.6	21.1	19.2
	Don't know	5.0	23.3	6.8	10.1	13.8
	Not stated	0.0	0.0	0.0	0.3	0.0
Records management	Increased/improved	92.3	71.2	89.5	84.7	81.9
	Decreased	0.4	0.5	1.1	0.6	0.6
	No effect	0.9	1.1	0.9	3.1	1.1
	Not applicable	2.1	6.8	3.5	2.9	4.6
	Don't know	4.2	20.4	4.9	8.4	11.8
	Not stated	0.0	0.0	0.0	0.3	0.0
Accounting/Finance/Budgeting	Increased/improved	88.5	69.8	87.6	80.8	79.6
	Decreased	0.6	0.3	0.3	0.4	0.4
	No effect	1.0	0.9	1.1	2.8	1.0
	Not applicable	5.0	8.1	5.3	6.1	6.5
	Don't know	4.9	21.0	5.8	9.5	12.5
	Not stated	0.0	0.0	0.0	0.3	0.0
Others	Increased/improved	4.0	2.9	3.4	1.6	3.2
	Decreased	5.4	3.5	3.7	4.0	4.0
	No effect	1.2	1.5	0.7	3.3	1.3
	Not applicable	81.1	68.7	80.9	79.8	75.5
	Don't know	8.1	23.3	11.0	11.1	15.8
	Not stated	0.2	0.1	0.2	0.3	0.2
Recruitment	Increased/improved	44.1	21.4	24.6	20.6	27.9
	Decreased	2.3	1.7	2.1	3.7	2.1
	No effect	1.4	1.4	1.4	3.8	1.5
	Not applicable	43.3	49.2	61.0	59.7	51.2
	Don't know	8.8	26.2	10.9	12.0	17.2
	Not stated	0.0	0.1	0.0	0.3	0.1
Total %		100.0	100.0	100.0	100.0	100.0
Total		3396	6045	3510	611	13562

**Table 4.4- 91: Percentage of employees who have reported that they have access to specified ICT facilities according to activity sector**

ICT FACILITIES	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Individual Computer	55.6	29.2	21.2	43.0	34.4
Shared computer	47.0	25.8	53.3	39.4	38.9
Private access to email	62.8	32.3	45.7	42.5	43.9
Common access to email	50.7	25.3	33.5	35.9	34.3
Access to internet	63.3	34.3	50.4	48.8	46.4
Others	1.4	0.8	0.8	0.8	0.9
Total	3396	6045	3510	611	13562

**Table 4.4- 92: Percentage of employees who reported that they need different specified ICT facilities to perform their duty in their daily work, according to activity sector**

ICT FACILITIES	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Individual Computer	78.3	41.6	68.7	59.9	58.6
Shared computer	51.8	30.0	62.5	43.9	44.5
Private access to email	76.3	42.7	72.5	57.3	59.5
Common access to email	67.0	35.1	63.6	47.5	51.0
Access to internet	80.4	46.0	78.9	63.9	63.9
Others	3.3	1.4	2.0	1.7	2.0
Total	3396	6045	3510	611	13562

**Table 4.4- 93: Percentage distribution of employees using individual computers by whether they feel properly equipped to make a full use of the potential of ICT at work place, according to activity sector.**

Do you feel properly equipped to make full use of potential of ICT at your workplace?	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Yes	55.8	59.5	33.6	52.5	49
No, lack of skills	11	8.3	15.6	12	12
No, lack of enough equipment	21.1	17.3	27.6	13.9	22
No Lack of skills and equipment	11.9	14.4	22.8	21.5	17
Not stated	0.2	0.6	0.3		0
Group Total	100	100	100	100	100
	1350	1155	1432	142	4079

## Section L. Earnings

**Table 4.4- 94: Mean monthly earning by occupation and activity sector (in thousands RWF)**

OCCUPATION	ACTIVITY SECTOR								Total	
	PUBLIC		PRIVATE FORMAL		HEALTH		NGO			
	gross	net	gross	net	gross	net	gross	net	gross	net
Managers	411.2	280.1	527.1	402.2	373.2	255.3	741.9	530.8	464.9	333.2
Professionals	464.2	296.5	333.7	243.0	299.6	208.4	233.4	178.5	353.4	241.7
Technical and associate professionals	319.3	224.8	230.7	172.9	197.8	137.6	168.2	126.7	230.8	164.6
Clerical support workers	408.5	231.8	191.5	140.5	148.3	108.1	208.1	175.6	248.1	164.4
Services and sales workers	96.2	70.9	77.2	61.1	95.0	74.3	53.6	43.5	80.2	62.7
Craft and related trade workers	256.7	183.4	99.2	81.4	137.1	100.5	53.1	45.0	120.0	94.6
Plant and machine operators and assemblers	165.1	141.6	117.8	94.4	93.8	82.6	228.8	165.8	125.3	101.6
Elementary occupations	69.5	44.2	28.1	24.7	37.0	30.0	40.3	33.8	32.4	26.9
Not stated			106.4	91.3					106.4	91.3
Total	336.5	223.8	145.6	111.8	209.5	147.0	214.3	161.1	205.3	146.9

**Table 4.4- 95: Percentage distribution of employees by the mode of their monthly payment, according to occupation**

OCCUPATION	Mode of your monthly payment							Total
	Paid to me directly/my bank	Paid to my spouse	Paid to my relatives	Paid to employment agent	Paid to school/TVET institute	Others	Not stated	
Managers	99.6				0.1	0.1	0.3	100.0 1822
Professionals	99.6	0.1		0.0	0.1	0.1	0.2	100.0 2880
Technical and associate professionals	99.2	0.0		0.0		0.0	0.7	100.0 3607
Clerical support workers	99.3	0.2	0.0	0.1		0.1	0.2	100.0 1113
Services and sales workers	99.6	0.1			0.0	0.0	0.3	100.0 2977
Craft and related trade workers	99.4	0.2		0.2		0.0	0.2	100.0 902
Plant and machine operators and assemblers	99.1	0.2	0.1				0.6	100.0 769
Elementary occupations	99.6	0.1	0.1			0.0	0.2	100.0 3006
Not stated	44.1						55.9	100.0 4
Total	99.4	0.1	0.0	0.0	0.0	0.0	0.4	100.0 17079

**Table 4.4- 96: Percentage distribution of employees by whether they have other occupation, according to present occupation**

PRESENT OCCUPATION	Do you have another occupation / job/employment?					Total
	No	Yes, another employ ment	Yes, another business (self- empl.)	Yes, farming	Not stated	
Managers	92.6	3.2	1.8	2.3	0.0	100.0 1841
Professionals	89.4	5.9	1.8	2.7	0.1	100.0 2940
Technical and associate professionals	90.8	3.6	1.4	4.1	0.1	100.0 3681
Clerical support workers	93.8	3.0	1.4	1.9		100.0 1131
Services and sales workers	90.4	3.5	1.2	4.8	0.0	100.0 3064
Craft and related trade workers	92.1	3.6	1.6	2.7		100.0 903
Plant and machine operators and assemblers	92.6	3.3	2.0	2.0		100.0 773
Elementary occupations	92.1	2.3	0.5	5.0	0.0	100.0 3008
Not stated	14.1	30.0			55.9	100.0 4
Total	91.2	3.7	1.4	3.7	0.0	100.0 17345

**Table 4.4- 97: Percentage distribution of employees having another occupation by the type of second occupation, according to activity sector**

SECOND OCCUPATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Managers	1.3	1.3	1.3	2.2	1.5
Professionals	11.0	7.5	10.5	8.8	8.9
Technicians and associate professionals	7.2	6.0	4.9	7.9	6.4
Clerical support workers	1.2	0.9	0.7	0.8	0.9
Service and sales workers	13.2	16.9	17.8	16.4	16.3
Skilled agricultural, forestry and fishery workers	53.7	45.7	53.1	53.4	49.9
Craft and related trade workers	1.8	9.2	4.5	6.7	6.6
Plant and machine operators and assemblers	5.0	3.9	2.0	1.7	3.3
Elementary occupation	5.7	8.7	3.8	2.0	6.0
Armed forces occupation			1.4		0.2
Group Total	100.0 275	100.0 690	100.0 245	100.0 300	100.0 1510

**Table 4.4- 98: Mean annually gross income (in thousands) from all additional jobs by additional occupation and activity sector**

SECOND OCCUPATION	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Managers	1000.0	3438.7	1704.1	2044.4	2387.3
Professionals	2527.1	1958.4	3885.6	1766.9	2419.3
Technicians and associates professionals	963.5	1756.9	889.0	1236.2	1358.9
Clerical support workers	240.0	3192.7	3479.9	1000.0	2106.3
Service and sales workers	1237.7	1467.3	954.2	461.6	1141.0
Skilled agricultural, forestry and fishery workers	376.2	279.4	315.9	188.3	285.2
Craft and related trade workers	3599.1	712.1	273.3	747.1	814.0
Plant and machine operators and assemblers	2649.0	2758.1	714.7	888.0	2336.7
Elementary occupation	180.6	1461.7	944.2	336.6	1154.5
Armed forces occupation			168.0		168.0
Mean	955.7	988.4	902.1	553.9	880.7

## Section M. HIV/AIDS at workplace

**Table 4.4- 99: Percentage distribution of employees by whether their establishments have an HIV/AIDS policy, according to activity sector**

Do you have an HIV / AIDS policy at workplace?	ACTIVITY SECTOR				Group Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Yes	62.9	32.2	87.4	69.8	53.1
No	29.1	55.9	9.8	22.8	38.1
Don't know	8.0	11.8	2.9	7.4	8.8
Not stated	0.04	0.03			0.03
Col %	100.0	100.0	100.0	100.0	100.0
Count	3778	8787	3797	983	17345

**Table 4.4- 100: Percentage of employees who reported their establishments have HIV policy by provided services according to activity sector**

PROVIDED SERVICES	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
VCT services	96.8	94.8	98.6	97.2	96.9
Free ARVs for HIV+ workers	19.2	14.4	77.2	12.5	38.1
Free condom distribution	52.4	34.0	81.4	16.7	54.6
Free food for HIV+ workers	6.2	12.8	30.9	14.3	17.7
Equal rights	74.3	61.7	86.6	70.3	74.6
Others	3.7	2.5	4.0	4.2	3.5
TOTAL	2375	2832	3318	686	9210

## Section N. Job search and candidate preferences

**Table 4.4- 101: Percentage distribution of employees by whether they are looking for a different job, according to activity sector**

ACTIVITY SECTOR	Are you currently looking for a different job?			Total	
	Yes	No	Not stated		
PUBLIC	11.7	88.3		100.0	3778
PRIVATE FORMAL	10.4	89.6	0.0	100.0	8787
HEALTH	7.8	92.2		100.0	3797
NGO	10.9	89.1		100.0	983
Total	10.2	89.8	0.0	100.0	17345

**Table 4.4- 102: Percentage distribution of employees who are looking for a different job by their current occupation, according to the first priority targeted occupation**

FIRST PRIORITY TARGETED OCCUPATION	CURRENT OCCUPATION								Total		
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	Not specified	Row %	Count
Managers	34.6	19.2	19.5	13.9	11.2		0.3	1.2		100.0	217
Professionals	10.2	41.9	21.2	9.2	13.2	0.3	1.5	2.2	0.2	100.0	539
Technicians and associates professionals	10.7	15.8	59.2	7.3	4.7	0.4	1.5	0.4		100.0	224
Clerical support workers	6.8	13.5	11.3	27.4	26.5		3.4	11.1		100.0	84
Service and sales workers	3.8	5.2	7.2	5.6	50.8	6.7	3.5	17.1		100.0	303
Skilled agricultural, forestry and fishery workers		8.4	13.5	8.2	53.1			16.8		100.0	19
Craft and related trade workers	0.7	6.2	7.5	2.4	24.0	28.8	5.2	25.2		100.0	124
Plant and machine operators and assemblers	1.9	2.2	4.8	2.3	39.7	8.2	24.4	16.4		100.0	163
Elementary occupation		1.6	7.8	3.2	22.2		1.6	63.6		100.0	51
Not stated	9.6	15.6	11.1	4.7	25.7	4.6		28.7		100.0	38
Total	10.2	19.8	19.8	8.4	23.1	4.2	4.1	10.3	0.1	100.0	1762

**Table 4.4- 103: Percentage distribution of employees who are looking for a different job by their current occupation, according to the second priority targeted occupation**

SECOND PRIORITY TARGETED OCCUPATION	CURRENT OCCUPATION							Total		
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	Row %	Count
Managers	27.7	26.3	17.2	13.6	13.1	2.1			100.0	78
Professionals	14.6	45.1	24.8	6.0	4.8	1.1	1.0	2.6	100.0	154
Technicians and associates professionals	10.4	26.4	37.4	13.2	8.1	3.4		1.2	100.0	55
Clerical support workers	8.9	27.0	12.3	7.9	39.8			4.1	100.0	22
Service and sales workers	3.0	4.0	14.7	13.9	41.7	1.0	2.7	18.9	100.0	88
Skilled agricultural, forestry and fishery workers	8.9	4.0	16.6	8.2	53.5			12.9	100.0	20
Craft and related trade workers					12.0	50.0	4.3	25.5	100.0	20
Plant and machine operators and assemblers					46.8	12.5	19.0	17.9	100.0	21
Elementary occupation					45.2			54.8	100.0	10
Armed forces occupation					100.0				100.0	1
Not stated	14.6	31.7	7.2	14.6	32.0				100.0	11
Total	12.0	24.6	19.3	9.4	20.7	3.6	2.2	8.2	100.0	481

**Table 4.4- 104: Percentage of employees who reported that they are looking for a different job by used means to search for it and targeted occupation**

TARGETED OCCUPATION	USED MEAN TO SEARCH FOR A JOB							Total
	Word of mouth/family/friends	Unsolicited / passing-by	Internet, media	LMIS	Job agents / bureaus	Training institutions	Other	
Managers	63.8	13.0	87.2	13.9	9.3	4.0	2.7	100.0 179
Professionals	66.9	12.1	87.4	11.3	9.2	5.8	3.8	100.0 350
Technical and associate professionals	71.7	14.4	85.6	12.6	10.8	5.2	2.0	100.0 348
Clerical support workers	68.3	15.7	80.2	3.7	6.9	6.4	1.9	100.0 148
Services and sales workers	89.2	27.0	41.8	2.5	2.7	1.1	5.6	100.0 408
Craft and related trade workers	89.3	24.5	31.5		3.4	3.8	13.1	100.0 74
Plant and machine operators and assemblers	86.1	22.1	45.2	3.3	2.1	1.3	2.4	100.0 73
Elementary occupations	88.1	28.9	26.4	1.4	2.9	0.5	6.5	100.0 181
Total	76.8	19.0	65.5	7.3	6.6	3.6	4.2	100.0 1762

**Table 4.4- 105: Percentage of employees who reported that they are looking for a different job by the means used to search for it, according to activity sector.**

USED METHOD TO SEARCH FOR A JOB	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Word of mouth/family/friends	65.2	84.9	74.1	62.4	76.8
Unsolicited / passing-by	15.1	23.5	11.7	17.6	19.0
Internet, media	86.7	51.3	84.5	46.0	65.5
LMIS	13.8	3.6	6.4	15.1	7.3
Job agents / bureaus	7.6	5.4	10.0	3.4	6.6
Training institutions	4.2	3.3	4.3	2.5	3.6
Other	2.8	5.2	2.4	6.4	4.2
Total	442	915	298	107	1762

**Table 4.4- 106: Percentage distribution of employees by whether they want to move away from their current place of residence to search for a different job, according to their current occupation**

CURRENT OCCUPATION	Do you want to move away from your current residence to search for a new job?			Total	
	Yes	No	Not stated		
Managers	77.7	22.3		100.0	1841.3
Professionals	79.0	21.0		100.0	2940.3
Technical and associate professionals	78.0	22.0		100.0	3680.9
Clerical support workers	78.8	21.2		100.0	1131.1
Services and sales workers	79.0	20.9	0.1	100.0	3064.2
Craft and related trade workers	82.2	17.6	0.2	100.0	902.8
Plant and machine operators and assemblers	81.4	18.6		100.0	773.1
Elementary occupations	67.4	32.6		100.0	3007.8
Not stated	44.1		55.9	100.0	3.6
Total	76.9	23.1	0.03	100.0	17345

**Table 4.4- 107: Percentage distribution of employees by whether they want to move away from their current place of residence for a different job or not, according to activity sector**

ACTIVITY SECTOR	Do you want to move away from your current residence to search for a new job?			Total	
	Yes	No	Not stated		
PUBLIC	81.9	18.1		100.0	3778
PRIVATE FORMAL	76.0	24.0	0.1	100.0	8787
HEALTH	76.9	23.1		100.0	3797
NGO	66.0	34.0		100.0	983
Total	76.9	23.1	0.0	100.0	17345

**Table 4.4- 108: Percentage distribution of employees willing to change their current residence by reason, according to their current occupation**

CURRENT OCCUPATION	Why are you willing to move?						Total	
	Better salary/ rel benefits	Better working conditions	Exposure	Security	Other	Not stated		
Managers	76.6	17.7	0.3	2.2	3.3		100.0	1430
Professionals	77.5	15.9	0.5	1.4	4.6	0.1	100.0	2324
Technical and associate professionals	79.0	15.8	0.2	0.9	4.0	0.1	100.0	2873
Clerical support workers	79.9	16.4	0.3	1.7	1.8		100.0	891
Services and sales workers	86.4	10.8	0.2	1.3	1.1	0.3	100.0	2421
Craft and related trade workers	84.8	13.5	0.1	0.8	0.7	0.1	100.0	742
Plant and machine operators and assemblers	90.5	8.9		0.2	0.3	0.1	100.0	629
Elementary occupations	91.0	7.5	0.1	0.6	0.8	0.2	100.0	2027
Not stated	100.0						100.0	2
Total	82.6	13.4	0.2	1.1	2.5	0.1	100.0	13339

**Table 4.4- 109: Percentage distribution of employees willing to change their current residence by reason, according to activity sector**

Why are you willing to move?	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Better salary/benefits	78.9	86.0	81.6	69.2	82.6
Better working conditions	16.6	11.8	13.3	16.2	13.4
Exposure	0.4	0.2	0.2	0.4	0.2
Security	1.7	0.8	1.2	1.3	1.1
Other	2.5	1.1	3.5	12.4	2.5
Not stated		0.1	0.1	0.5	0.1
Total	100.0	100.0	100.0	100.0	100.0
	3094	6677	2918	649	13339

**Table 4.4- 110: Percentage distribution of employees willing to change their current residence by the place they want to move to for a different job, according to their current occupation**

CURRENT OCCUPATION	Where do you want to move to?						Total
	within Rwanda	Other EAC countries	Other African countries/Rest of Africa	Out of Africa	Anywhere	Not stated	
Managers	20.6	5.4	0.9	2.1	70.6	0.3	100.0 1430
Professionals	22.3	3.5	0.9	1.7	71.4	0.2	100.0 2324
Technical and associate professionals	28.1	3.3	0.4	1.4	66.7	0.2	100.0 2873
Clerical support workers	22.3	2.6	0.6	1.8	72.5	0.2	100.0 891
Services and sales workers	31.9	4.7	0.9	1.2	60.8	0.4	100.0 2421
Craft and related trade workers	28.6	5.1	1.1	1.1	64.2		100.0 742
Plant and machine operators and assemblers	27.2	4.9	2.0	0.6	65.1		100.0 629
Elementary occupations	51.0	3.2	0.7	0.5	44.5	0.2	100.0 2027
Not stated					100.0		100.0 2
Total	30.1	3.9	0.8	1.3	63.7	0.2	100.0 13339

**Table 4.4- 111: Percentage distribution of employees willing to change their current residence by the place they want to move to for a different job, according to activity sector**

Where do you want to move to?	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
within Rwanda	25.9	31.2	31.5	32.0	30.1
Other EAC countries	4.2	4.2	3.1	3.4	3.9
Other African counties/Rest of Africa	0.8	1.0	0.5	0.1	0.8
Out of Africa	1.5	1.1	1.5	1.2	1.3
Anywhere	67.4	62.3	63.2	63.0	63.7
Not stated	0.3	0.2	0.1	0.3	0.2
Group Total	100.0	100.0	100.0	100.0	100.0
	3094	6677	2918	649	13339

**Table 4.4- 112: Percentage distribution of employees who do not want to move away by the first important reason, according to the current occupation**

CURRENT OCCUPATION	FIRST PRIORITY REASON TO MOVE INSIDE RWANDA OR IN EAC ONLY							Total
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	
Managers	62.7	3.1	4.7	0.9	2.8	3.2	22.6	0.1 100.0 411
Professionals	65.9	5.4	4.8	0.3	2.1	1.1	20.5	100.0 617
Technical and associate professionals	71.6	2.9	3.8	0.7	3.4	1.8	15.4	0.5 100.0 808
Clerical support workers	71.3	5.4	1.7	0.6	3.8	2.2	15.1	100.0 240
Services and sales workers	64.8	3.6	4.6	2.7	6.6	2.7	14.7	0.1 100.0 641
Craft and related trade workers	68.0	4.5	6.1	4.2	7.1	1.3	8.7	100.0 159
Plant and machine operators and assemblers	65.2	12.1	3.6	1.7	2.4	0.8	13.6	0.6 100.0 144
Elementary occupations	71.8	5.3	2.7	3.1	7.8	3.0	6.4	0.1 100.0 981
Total	68.4	4.6	3.8	1.7	4.9	2.2	14.3	0.2 100.0 4001

**Table 4.4- 113: Distribution of employees who do not want to move away by the first important reason, according to activity sector**

FIRST PRIORITY REASON TO MOVE INSIDE RWANDA OR IN EAC ONLY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Family / dependents / friends	71.7	65.3	72.0	71.6	68.4
Different culture	2.7	6.0	2.6	4.7	4.6
Too risky	3.3	4.1	4.4	2.0	3.8
Language problems	0.7	2.5	0.9	0.8	1.7
Lack skills / competence	3.1	6.4	3.7	2.0	4.9
Lack certificate / authorization	1.9	2.2	2.6	2.0	2.2
Other	16.5	13.4	13.7	16.5	14.3
Not stated	0.2	0.1	0.2	0.4	0.2
Total	100.0	100.0	100.0	100.0	100.0
	683	2105	879	334	4001

**Table 4.4- 114: Percentage distribution of employees who do not want to move away by the second important reason, according to the current occupation**

CURRENT OCCUPATION	SECOND PRIORITY REASON TO MOVE INSIDE RWANDA OR IN EAC ONLY							Total
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	
Managers	14.6	14.2	24.5	4.7	11.8	6.8	23.4	100.0 185
Professionals	13.4	15.2	30.7	5.2	8.8	7.6	19.1	100.0 269
Technical and associate professionals	9.2	17.3	22.4	9.2	13.7	8.8	19.3	100.0 443
Clerical support workers	6.7	23.1	23.4	8.9	17.2	6.5	14.2	100.0 134
Services and sales workers	7.1	11.4	13.9	20.9	24.6	10.7	11.3	100.0 388
Craft and related trade workers	10.9	10.4	17.4	22.4	19.2	7.0	12.7	100.0 100
Plant and machine operators and assemblers	6.3	10.5	29.2	17.1	20.4	8.7	7.9	100.0 93
Elementary occupations	6.7	9.8	10.5	22.7	32.7	9.1	8.6	100.0 692
Total	8.8	13.3	18.7	15.2	21.2	8.7	14.0	100.0 2305

**Table 4.4- 115: Percentage distribution of employees who do not want to move away by the second important reason, according to activity sector**

SECOND PRIORITY REASON TO MOVE INSIDE RWANDA OR IN EAC ONLY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Family / dependents / friends	7.8	8.5	10.8	8.6	8.8
Different culture	17.6	12.4	14.6	9.0	13.3
Too risky	26.5	14.6	22.1	23.3	18.7
Language problems	7.3	19.1	9.6	17.0	15.2
Lack skills / competence	14.2	24.6	16.8	21.6	21.2
Lack certificate / authorization	8.0	8.7	9.4	8.6	8.7
Other	18.6	12.1	16.8	12.0	14.0
Total	100.0 346	100.0 1294	100.0 455	100.0 209	100.0 2305

**Table 4.4- 116: Percentage distribution of employees who do not want to move away by the third important reason, according to the current occupation**

CURRENT OCCUPATION	If you don't want to move, please indicate why							Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Managers	2.3	17.8	27.5	24.0	19.4	9.0	100.0	46	
Professionals	7.5	12.6	10.4	27.3	11.2	13.4	17.6	100.0	95
Technical and associate professionals	6.7	12.9	5.9	20.5	13.8	25.8	14.3	100.0	163
Clerical support workers	1.9	3.7	17.3	34.0	14.5	14.7	13.8	100.0	44
Services and sales workers	4.3	5.3	8.6	14.8	21.3	33.3	12.5	100.0	188
Craft and related trade workers	7.9	5.3	3.9	18.4	29.5	25.0	9.9	100.0	45
Plant and machine operators and assemblers	3.3	5.3	3.5	44.0	17.3	21.8	4.8	100.0	51
Elementary occupations	3.8	3.0	6.5	15.9	31.0	35.4	4.5	100.0	377
Total	4.6	6.2	7.8	20.4	22.7	28.6	9.7	100.0	1007

**Table 4.4- 117: Percentage distribution of employees who do not want to move away by the third important reason, according to activity sector**

If you don't want to move, please indicate why	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Family / dependents / friends	7.0	3.1	9.1	2.9	4.6
Different culture	9.7	3.9	11.9	5.9	6.2
Too risky	9.5	7.8	7.9	6.5	7.8
Language problems	17.9	21.2	17.5	23.4	20.4
Lack skills / competence	12.6	27.3	15.7	18.0	22.7
Lack certificate / authorization	28.0	30.7	21.5	29.5	28.6
Other	15.4	6.0	16.4	13.9	9.7
Total	100.0 108	100.0 621	100.0 184	100.0 95	100.0 1007

**Table 4.4- 118: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the first important reason, according to the current occupation.**

CURRENT OCCUPATION	FIRST PRIORITY REASON TO NOT WANT TO MOVE AWAY								Total
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated	
Managers	63.6	6.6	1.9	2.1	5.7	3.3	10.7	6.0	100.0 389
Professionals	61.1	9.3	2.9	2.6	4.0	1.6	9.9	8.5	100.0 644
Technical and associate professionals	62.7	5.9	2.4	3.8	5.5	1.9	11.5	6.5	100.0 956
Clerical support workers	52.9	6.0	2.1	3.9	10.7	3.1	8.8	12.5	100.0 244
Services and sales workers	55.8	3.9	1.9	15.0	9.0	3.9	6.6	3.8	100.0 912
Craft and related trade workers	52.4	6.1	3.5	13.7	10.2	1.6	6.1	6.3	100.0 258
Plant and machine operators and assemblers	70.1	6.2	1.2	5.1	6.6	2.0	4.8	4.1	100.0 208
Elementary occupations	53.1	7.2	1.6	18.1	10.5	2.8	2.9	3.9	100.0 1133
Total	58.2	6.4	2.1	9.7	7.7	2.6	7.5	5.8	100.0 4744

**Table 4.4- 119: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the first important reason, according to activity sector**

FIRST PRIORITY REASON TO NOT WANT TO MOVE AWAY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Family / dependents / friends	63.1	54.4	63.7	52.1	58.2
Different culture	6.5	6.5	6.2	5.5	6.4
Too risky	2.5	1.9	2.1	2.8	2.1
Language problems	4.5	13.8	3.9	15.1	9.7
Lack skills / competence	5.0	9.9	4.9	9.7	7.7
Lack certificate / authorization	2.4	3.0	2.4	0.7	2.6
Other	9.7	6.7	8.4	3.0	7.5
Not stated	6.3	3.8	8.4	11.1	5.8
Total	100.0 976	100.0 2421	100.0 1094	100.0 253	100.0 4744

**Table 4.4- 120: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the second important reason, according to the current occupation**

CURRENT OCCUPATION	SECOND PRIORITY REASON TO NOT WANT TO MOVE AWAY								Total
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated	
Managers	12.7	20.5	14.7	8.9	12.7	7.7	16.6	6.1	100.0 240
Professionals	12.1	23.7	15.1	11.0	6.5	6.3	14.2	11.2	100.0 389
Technical and associate professionals	10.7	25.9	12.2	14.7	11.2	6.6	10.4	8.3	100.0 604
Clerical support workers	8.9	24.6	10.3	13.3	9.7	8.4	10.8	13.9	100.0 155
Services and sales workers	7.4	15.8	7.5	25.0	25.5	9.3	6.5	3.0	100.0 667
Craft and related trade workers	8.8	10.9	6.4	27.8	23.0	8.9	9.5	4.7	100.0 165
Plant and machine operators and assemblers	4.8	16.2	8.5	28.5	20.9	8.8	9.2	3.1	100.0 159
Elementary occupations	6.8	12.6	7.5	32.1	27.0	8.3	2.5	3.3	100.0 923
Total	8.8	18.2	9.9	22.0	19.0	8.0	8.2	5.8	100.0 3304

**Table 4.4- 121: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the second important reason, according to activity sector**

SECOND PRIORITY REASON TO NOT WANT TO MOVE AWAY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Family / dependents / friends	12.3	7.8	7.9	10.0	8.8
Different culture	20.5	15.5	22.1	21.0	18.2
Too risky	12.6	7.3	14.2	9.4	9.9
Language problems	12.1	28.1	16.9	17.4	22.0
Lack skills / competence	16.1	23.5	10.6	18.4	19.0
Lack certificate / authorization	6.5	8.7	6.9	10.2	8.0
Other	12.6	6.3	10.3	3.9	8.2
Not stated	7.4	2.8	11.0	9.6	5.8
Total	100	100	100	100	100
	607	1773	712	212	3304

**Table 4.4- 122: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the third important reason, according to the current occupation**

CURRENT OCCUPATION	THIRD PRIORITY REASON TO NOT WANT TO MOVE AWAY								Total
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated	
Managers	6.4	8.2	13.5	15.5	5.1	16.7	19.4	15.2	100.0 96
Professionals	9.1	9.7	13.1	11.4	6.2	13.0	11.8	25.9	100.0 168
Technical and associate professionals	5.6	8.2	12.5	17.4	14.5	15.2	8.6	18.0	100.0 278
Clerical support workers	7.9	4.5	7.2	18.0	16.8	14.6	5.1	25.9	100.0 80
Services and sales workers	6.5	6.7	6.0	15.0	22.6	33.0	4.5	5.8	100.0 351
Craft and related trade workers	4.9	5.9	7.0	8.8	22.5	35.5	6.1	9.3	100.0 84
Plant and machine operators and assemblers	5.3	4.1	6.8	15.0	24.1	31.1	8.5	5.2	100.0 97
Elementary occupations	5.3	4.7	4.2	14.6	33.9	28.1	3.9	5.2	100.0 575
Total	6.1	6.4	7.7	14.8	22.3	24.8	6.8	11.1	100.0 1730

**Table 4.4- 123: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the third important reason, according to activity sector**

THIRD PRIORITY REASON TO NOT WANT TO MOVE AWAY	ACTIVITY SECTOR				Total
	PUBLIC	PRIVATE FORMAL	HEALTH	NGO	
Family / dependents / friends	6.0	6.2	6.6	4.7	6.1
Different culture	7.8	4.9	9.8	4.3	6.4
Too risky	10.1	6.4	10.5	4.3	7.7
Language problems	14.7	13.5	14.8	25.8	14.8
Lack skills / competence	13.2	28.3	14.7	17.0	22.3
Lack certificate / authorization	23.9	29.6	14.1	19.5	24.8
Other	8.5	6.2	7.3	6.5	6.8
Not stated	15.7	4.9	22.2	17.9	11.1
Group Total	100.0	100.0	100.0	100.0	100.0
	286	975	355	114	1730

## 4.5. Education employees' module

### Section A: General personal information

Table 4.5- 1: Percentage distribution of employee by sex according to Type of learning institution

LEARNING INSTITUTION	Sex		Total
	Female	Male	
Primary	49.8	50.2	100 48298
Secondary	29.5	70.5	100 27256
TVET	22.6	77.4	100 4719
University	28.6	71.4	100 2220
Total	41	59	100 82494

Table 4.5- 2: Percentage distribution of employees by age group according to sex

Age group	Sex		Group Total
	Female	Male	
15-19	0.3	0.3	0.3
20-24	15.1	12.6	13.6
25-29	26.2	28.5	27.6
30-34	23.6	21.5	22.3
35-39	14.1	13.7	13.8
40-44	7.4	8.7	8.2
45-49	5.1	6.3	5.8
50-54	4.0	3.9	3.9
55+	3.8	4.0	3.9
Not stated	0.4	0.5	0.4
Total	100.0 33794	100.0 48700	100.0 82494

**Table 4.5- 3: Percentage distribution of employees by marital status according to Type of learning institution**

Marital status	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Single/Never married	33.1	47.9	45.6	27.5	38.6
Married	63.1	49.7	51.7	70	58.2
Separated	0.8	0.7	0.8	0.5	0.8
Divorced	0.4	0.4	0.3	0.7	0.4
Widowed	2.5	1.3	1.3	1.4	2
Missing value			0.3		0
Total	100	100	100	100	100
	48298	27256	4719	2220	82494

**Table 4.5- 4: Percentage distribution of employees by nationality, according to Type of learning institution**

Nationality	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Burundian	0.4	0.4	0.6	1.7	0.4
Kenyan	1.5	1.1	1.6	6.3	1.5
Rwandan	97.3	94.4	91.7	83.5	95.7
Tanzanian			0.1	0.3	0
Ugandan	0.8	2.1	1.7	3.2	1.3
The rest of Africa		2.1	4.1	2.3	1
The rest of the world				2.4	0.1
Not stated			0.2	0.2	0
Total	100	100	100	100	100
	48298	27256	4719	2220	82494

**Table 4.5- 5: Percentage distribution of employees by weather they have disability or not, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Disability		Total
	Yes	No	
Primary	2.1	97.9	100.0
Secondary	1.3	98.7	100.0
TVET	2.1	97.9	100.0
University	1.1	98.9	100.0
Total	1.8	98.2	100.0
			82494

**Table 4.5- 6: Percentage distribution of employees with disabilities by the type of disability, according to Type of learning institution**

Type of disability	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Sight (blind/severe visual limitation)	4.9	13.4	5.1		6.8
Hearing (deaf, hard of hearing)	4.9	14.6	23.7		8.3
Communicating (speech impairment)			5.1		0.3
Other Physic disability/physical handicap.	58.8	42.8	42.4	78.7	54.4
Intellectual (difficulties in learning) /mental problem	4.9		4.6		3.7
Emotional (behavioral, psychology.)	4.9		4.9		3.7
Other		29.2	9.9	21.3	7.7
Not stated	21.6		4.3		15.1
	100	100	100	100	100
Total	1021	343	98	23	1484

## Section B. Nature of current employment

**Table 4.5- 7: Percentage distribution of employee by occupation according to Type of learning institution**

OCCUPATION	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Managers	3.7	6.3	4.9	15.8	5
Professionals	87.6	63.5	53.2	75.4	77.3
Technical and associate professionals	0.1	0.2	0.5	3.1	0.2
Clerical support workers	0.6	4.1	6.2	2.8	2.1
Services and sales workers	5.5	17.9	23.4	2	10.5
Skilled agricultural, forestry and fishery workers			0.8		0
Craft and related trade workers			1.1	0.2	0.1
Plant and machine operators and assemblers	0.1	0.4	0.9		0.2
Elementary occupations	2.3	7.6	8.9	0.7	4.4
Not stated			0.2		0
	100	100	100	100	100
Total	48298	27256	4719	2220	82494

**Table 4.5- 8: Percentage distribution of employee by nature of employment contract, according to Type of learning institution**

employment contract	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Permanent worker	95.4	89.7	86.7	95.2	93
Temporary worker(possibility of renewal)	3.4	8.1	9.2	4.3	5.3
Casual worker	0.2		0.5		0.2
Seasonal worker	0.3	1.3	1.9	0.3	0.7
Daily worker	0.5	0.5	1.4		0.6
Other (specify)	0.2	0.4	0.3	0.3	0.3
	100	100	100	100	100
Total	48298	27256	4709	2220	82494

**Table 4.5- 9: Percentage distribution of employee by the type of contract, according to Type of learning institution**

Contract	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Written contract	35.7	46.9	66.7	68.6	42.1
Oral contract	4.9	7.9	11.5	2.1	6.2
No contract	4.4	6.3	5.6	0.5	5
Do not know / not sure	1.2	1.5	0.5	0.3	1.2
Other (specify)	0.2	0.2	0.5	0.2	0.2
Under Statute	53.5	37.2	15	28.3	45.2
Missing value			0.2		0
	100	100	100	100	100
Total	48298	27256	4719	2220	82494

**Table 4.5- 10: Percentage distribution of employees by the method followed to get a job, according to Type of learning institution**

Means of getting job	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Passed test and appointed	33.6	37.3	29.3	63.9	35.4
Through relatives/friends	6.7	13.5	19.7	3	9.6
Head hunting	6.4	8.5	12.1	9.2	7.5
Nominated	49.3	37.1	35.5	22.8	43.8
Other	4.1	3.6	3.1	1.1	3.8
Not stated			0.2		0
	100	100	100	100	100
Total	48298	27256	4719	2220	82494

**Table 4.5- 11: Percentage distribution of employee by the year of starting the job, according to Type of learning institution**

YEAR OF STARTING THE JOB	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Below 1990	3.2	0.2	0.5	1.2	2
1990-1994	1.9	1.2	1.1	0.3	1.6
1995-1999	8.7	7.9	9.4	7.4	8.5
2000-2004	15.1	7.4	11.4	13.4	12.3
2004-2009	38	32.9	37.1	45.1	36.5
2010 and above	32.8	50.4	39.9	32.6	39
Not stated	0.2		0.6		0.2
	100	100	100	100	100
Total	48298	27256	4719	2220	82494

**Table 4.5- 12: Percentage distribution of employee by whether their current job matches their official education/trainings, according to Type of learning institution**

match of official education	TYPE OF LEARNING INSTITUTION				TOTAL
	Primary	Secondary	TVET	University	
Yes	85.4	79.9	75.4	97.7	83.3
No (other job than qualification)	10.3	11.7	11.6	0.5	10.5
No (lower level than qualification)	1.4	2.3	1.5	0.2	1.6
No (higher level than qualification)	1	1.9	2.3	0.5	1.4
Not applicable (no training)	1.9	4.3	9	0.5	3.1
Not stated			0.3	0.5	0
	100	100	100	100	100
Total	48298	27256	4719	2220	82494

**Table 4.5- 13: Percentage distribution of employees by whether the current employment is the first one, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Is this your first employment in Rwanda			Total
	Yes	No	Not stated	
Primary	55.8	44.2		100.0 48298
Secondary	50.6	49.4		100.0 27256
TVET	43.0	56.8	0.2	100.0 4719
University	34.7	65.3		100.0 2220
Total	52.8	47.2	0.0	100.0 82494

**Table 4.5- 14: Percentage distribution of employees who worked in other establishment before by the type of establishment they previously worked for, according to Type of learning institution**

Establishment	TYPE OF LEARNING INSTITUTION				TOTAL
	Primary	Secondary	TVET	University	
Ministry and other	65.8	49.7	43.1	63.7	58.6
Parastatal	6.1	7.1	3.9	4.1	6.2
Company	19.6	32.9	37.8	23.2	25.6
Co-operative	1.0	1.2	3.4	0.7	1.2
NGO/CSO/CBO	3.7	5.1	6.4	7.8	4.5
Other (specify)	3.8	4.0	5.3	0.4	3.9
Not stated			0.2		0
Total	100.0 21351	100.0 13454	100.0 2678	100.0 1449	100 38933

**Table 4.5- 15: Percentage distribution of employees who worked in other establishment before by employment status in their previous job, according to Type of learning institution**

Employment status	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Own account worker	3.6	3.4	6.7	3.4	3.7
Employer	0.5	3.3	3.0	4.7	1.8
Employee	95.4	92.6	90.0	90.3	93.9
Unpaid family worker	0.5	0.3	0.3	0.3	0.4
Not stated		0.3		1.2	0.2
	100.0	100.0	100.0	100.0	100.0
Total	21351	13454	2678	1449	38933

**Table 4.5- 16: Percentage distribution of employees who worked in other establishment before by the establishment's main economic activity, according to Type of learning institution**

ECONOMIC ACTIVITY	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Agriculture, forestry and fishing	0.7	2.5	3.9	0.3	1.5
Mining and quarrying		0.4	0.5		0.2
Manufacturing	2.5	2.6	6.7	2.3	2.8
Electricity, gas, steam and air conditioning supply			0.4	0.7	0.1
Water supply, sewage, waste management and remediation activity		0.4	0.8	0.5	0.2
Construction	1.6	2.0	6.1	0.4	2.0
Wholesale and retail trade; repair of motor vehicle and Moto	2.9	4.6	4.7	0.3	3.5
Transportation and storage	0.7	0.7	0.5	0.5	0.7
Accommodations and food service activities	2.2	1.5	2.7	0.4	1.9
Information and communication	0.7		0.9	1.8	0.5
Financial and insurance activities	1.3	1.8	1.1	2.6	1.5
Professional scientific and technical activities	1.4	2.7	3.1	5.2	2.1
Administrative and support service activities	2.2	1.6	3.4	0.7	2.0
Public administration defense and compulsory social security	7.2	11.0	8.7	17.0	9.0
Education	72.0	59.6	48.4	50.3	65.3
Human health and social work activities	2.3	4.2	2.9	9.9	3.3
Arts, entertainments and recreation		0.3		1.6	0.2
Other services activities	1.4	1.1	2.6	2.4	1.4
Activities of Households as Employers; and undifferentiated G	0.2	1.4	1.7		0.7
Activities of extraterritorial organization and bodies	0.2	0.7	0.9	2.6	0.5
Not stated		0.2	0.8		0.4
	100.0	100.0	100.0	100.0	100.0
Total	21351	13454	2678	1449	38933

**Table 4.5- 17: Percentage distribution of employees who worked in other establishment before by their occupation in establishment they previously worked for, according to Type of learning institution**

OCCUPATION	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Managers	5.1	8.0	5.6	23.8	6.9
Professionals	70.4	55.4	44.7	58.2	63.0
Technical and associate professionals	2.1	2.2	4.4	11.5	2.6
Clerical support workers	3.8	7.0	9.3	4.3	5.3
Services and sales workers	9.5	16.9	16.6	0.3	12.2
Skilled agricultural, forestry and fishery workers	0.5	1.5	1.9	0.4	0.9
Craft and related trade workers	2.5	0.4	5.5	0.7	1.9
Plant and machine operators and assemblers	0.2	0.7	1.5		0.5
Elementary occupations	3.8	7.1	9.3	0.7	5.2
Armed forces occupations	1.6	0.4	1.0		1.1
Not stated	0.5	0.4	0.2		0.4
Total	100.0	100.0	100.0	100.0	100.0
	21351	13454	2678	1449	38933

**Table 4.5- 18: Percentage distribution of employees who worked in other establishment before by previous occupation, according to current occupation**

PREVIOUS OCCUPATION	CURRENT OCCUPATION								Total	
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers		
Managers	19.2	6.4	18.6	11.8	0.1				5.9	6.9
Professionals	75.2	76.4	53.3	22.0	4.4		34.8		3.0	63.0
Technical and associate professionals	2.7	3.0	20.2	0.6	1.5					2.6
Clerical support workers	0.9	5.0		56.0	1.5				3.7	5.3
Services and sales workers	1.8	6.0	4.0	2.8	57.5	15.3			22.0	12.2
Skilled agricultural, forestry and fishery workers		0.2			5.0	28.1			3.8	0.9
Craft and related trade workers	0.1	1.0	4.0		8.4	15.3	49.7	2.5	3.5	1.9
Plant and machine operators and assemblers		0.0			0.3			90.0		0.5
Elementary occupations		0.8		6.9	17.7	41.2	15.5	2.8	55.0	5.2
Armed forces occupations		0.9			2.5			4.7	3.1	1.1
Not stated		0.4			1.2					0.4
Col %	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Count	3301	28191	126	894	4497	32.6	29.3	177	1685	38933

**Table 4.5- 19: Percentage distribution of employees by working experience (in years) in establishment they previously worked for, according to Type of learning institution**

Working experience in interval	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
0-2	40.9	56.4	53.7	45.6	47.3
3-4	19.2	23.1	19.9	23.2	20.8
5-7	17.8	12.0	15.1	12.6	15.4
8-10	10.0	3.1	5.2	6.7	7.1
11-13	5.5	3.5	2.3	7.9	4.7
14And above	6.6	1.9	3.8	4.0	4.7
Total	100.0	100.0	100.0	100.0	100.0
	21351	13454	2678	1449	38933

**Table 4.5- 20: Percent distribution of employee who worked in other establishment before by reason why they left their previous job, according to Type of learning institution**

reason you left your previous job	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Under payment	10.9	17.3	23.1	30.6	14.7
Late payment	0.9	1.5	1.1	1.6	1.2
Physical/social harassment	0.3	0.8	0.3		0.5
Poor working conditions	13.4	10.9	10.6	11.5	12.3
Marital/family commitments	28.8	8.6	5.9	7.1	19.4
Going back to school/training	10.7	19.7	20.2	23.6	14.9
Restructuring	9.3	12.2	9.0	9.6	10.3
Others (specify)	25.2	29.2	29.6	15.9	26.5
Not stated	0.5		0.2		0.3
Total	100.0	100.0	100.0	100.0	100.0
	21351	13454	2678	1449	38933

**Table 4.5- 21: Mean service period in years of previous experience in different organisations, according to Type of learning institution**

TYPE OF INSTITUTION	TYPE OF LEARNING INSTITUTION				Group Total
	Primary	Secondary	TVET	University	
Ministry and other institutions	8.6	4.5	3.4	7.8	6.8
Parastatal	0.5	0.4	0.4	0.4	0.5
Company	1.1	1.7	3.1	2.4	1.5
Co-operative	0.1	0.0	0.2	0.1	0.1
NGO/CSO/CBO	0.2	0.2	0.2	0.5	0.2
Other (specify)	0.1	0.4	0.3	0.1	0.2
Total working years	10.9	7.8	8.2	11.2	9.7

**Table 4.5- 22: Percentage distribution of employees by whether their previous job matched their education, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Match your education			Total
	Yes matched	No	Not stated	
Primary	74.3	25.5	0.2	100.0
Secondary	61.1	38.9		100.0
TVET	63.7	36.2	0.2	100.0
University	95.3	4.7		100.0
Group Total	69.8	30.1	0.1	100.0
				38933

**Table 4.5- 23: Percentage distribution of employees by their highest level of education when they first entered the labour market, according to Type of learning institution**

Highest level of education	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
No education	3.1	6.8	12.1	0.7	4.7
Primary	5.3	13.9	17.3	1.2	8.7
Vocational training/Tronc commun/A3/TVET,..	16.0	8.1	12.0	2.6	12.8
Secondary	74.4	53.2	39.0	24.8	64.0
Tertiary	1.3	18.2	19.4	70.7	9.8
Missing value			0.2		0.0
	100.0	100.0	100.0	100.0	100.0
Total	48298	27256	4719	2220	82494

**Table 4.5- 24: Percentage distribution of employees with secondary level or higher by year of graduation before entering the labour market for the first time, according to Type of learning institution**

Graduation year in interval	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Before 1984	9.3	2.2	5.5	10.1	7.0
1985-1989	3.5	2.9	4.5	6.4	3.5
1990-1994	6.1	9.9	10.7	13.5	7.7
1995-1999	12.8	10.7	12.3	15.4	12.2
2000-2004	31.2	19.1	19.2	21.0	26.7
2009-2009	29.9	39.1	36.0	26.6	32.9
2010 to 2012	6.9	15.7	11.0	5.9	9.7
Not specifies	0.3	0.2	0.9	1.1	0.3
	100.0	100.0	100.0	100.0	100.0
Total	44284	21631	3329	2178	71422

**Table 4.5- 25: Percent distribution of employees by the time it took them to find their first job after turning 15 years old**

TIME TO GET FIRST JOB	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Less than 1year	58.7	55.2	50.4	82.3	57.7
1Year	17.5	17.6	16.2	8.9	17.2
2Years	7.3	8.0	7.3	4.2	7.4
3Years	3.6	4.3	3.5	1.2	3.7
4Years	2.3	3.2	3.2	1.2	2.6
5Years	2.0	2.2	3.1	0.8	2.1
6Years	1.9	1.0	2.7		1.6
7Years	1.5	0.6	1.5		1.1
8Years	0.9	1.0	2.3		1.0
9Years	0.8	0.2	1.3	0.2	0.6
10 years +	3.3	6.1	7.1	0.7	4.4
Not stated	0.2	0.8	1.3	0.5	0.5
Total	100.0	100.0	100.0	100.0	100.0
	48298	27256	4719	2220	82494

## Section C: Formal education background

**Table 4.5- 26: Percentage distribution of employee by their highest level of formal education, according to Type of learning institution**

Highest level of formal education	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
PhD/Doctorate			0.2	11.8	0.3
Masters Degree	0.2	0.2	0.8	47.9	1.5
Post Graduate Diploma	0.3	0.9	2.1	3.2	0.7
Bachelors	2.7	23.3	25.4	28.0	11.5
Diploma level (A1)	3.7	15.5	14.3	5.4	8.3
Certificate level (TVET)	23.2	4.7	7.7	0.2	15.5
Secondary-A Level	60.5	31.5	17.6	0.7	46.8
Secondary-O Level	1.6	2.9	3.3	0.8	2.1
Primary	4.8	13.3	15.8	1.2	8.2
None	2.9	6.8	12.0	0.7	4.6
Other	0.1	0.7	0.4		0.3
Missing value		0.2	0.4		0.1
Total	100.0	100.0	100.0	100.0	100.0
	48298	27256	4719	2220	82494

**Table 4.5- 27: Percentage distribution of employees with at least secondary A level by the field of studies, according to Type of learning institution**

FIELD OF STUDIES	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Education	76.6	26.3	19.4	8.8	56.9
Humanities and Arts	3.5	10.7	8.5	9.9	6.1
Social Sciences, Business and Law	12.0	30.1	35.6	34.3	19.1
Sciences	6.7	26.1	10.7	17.8	13.0
Engineering ,Manufacturing and Construction		3.2	19.2	9.9	2.1
Agriculture		1.4	3.8	6.7	0.8
Health and Welfare	0.3	1.7	1.0	12.0	1.1
Services	0.2	0.3	1.7	0.4	0.3
Not known or Not stated	0.7	0.2		0.2	0.5
Total	100.0	100.0	100.0	100.0	100.0
	43778	20726	3212	2161	69877

**Table 4.5- 28: Percentage distribution of employee with at least secondary A levels by the country/continent they have got their highest level of education from, according to Type of learning institution**

COUNTRY	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Rwanda	93.4	87.8	84.3	40.3	89.7
Other EAC countries	3.5	6.7	6.0	15.4	4.9
Rest of Africa	2.6	5.3	8.5	13.2	4.0
Europe	0.1		1.1	20.0	0.7
Americas				2.6	0.1
Asia		0.0		7.7	0.3
Oceania				0.8	0.0
Missing value	0.4	0.2			0.4
Total	100.0	100.0	100.0	100.0	100.0
	43778	20726	3212	2161	69877

**Table 4.5- 29: Percent distribution of employees by whether they are currently enrolled for further training according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Are you currently enrolled for further training (formal Education)?			Total
	Yes	No	Missing value	
Primary	24.5	75.5		100.0 48298
Secondary	28.2	71.8		100.0 27256
TVET	21.0	78.8	0.2	100.0 4719
University	26.0	74.0		100.0 2220
Total	25.6	74.4	0.0	100.0 82494

**Table 4.5- 30: Percentage distribution of employees presently enrolled in educational institute by the type of training they receive, according to Type of learning institution**

TYPE OF TRAINING	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
General Programs	0.8	1.2	0.5		0.9
Education	22.5	24.3	10.3	14.0	22.4
Humanities and Arts	28.0	12.6	14.3	9.2	21.2
Social Sciences, Business and Law	29.6	35.7	39.5	43.5	32.7
Sciences	7.3	15.0	15.4	11.9	10.6
Engineering ,Manufacturing and Construction	0.4	3.1	13.9	4.8	2.2
Agriculture		1.2		4.9	0.6
Health and Welfare	8.7	4.2	2.2	8.9	6.8
Services	1.3	2.0	3.9	1.0	1.6
Not known or Not stated	0.8			1.7	0.5
Not stated	0.5	0.7			0.5
Total	100.0	100.0	100.0	100.0	100.0
	11854	7678	990	578	21100

**Table 4.5- 31: Percentage distribution of employees presently enrolled in educational institute by the expected qualification, according to Type of learning institution**

Qualification	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
PhD/Doctorate				31.0	0.8
Masters Degree	0.4	7.4	9.3	41.3	4.5
Post Graduate Diploma			0.6	2.7	0.1
Bachelors	56.0	55.5	51.8	5.6	54.2
Diploma level (A1)	9.3	22.8	11.4		14.1
Certificate level (TVET)	0.4		0.5		0.3
Secondary-A Level	2.5		0.5		1.4
None	12.5	2.1	2.4	1.7	7.9
Other (specify)			0.5	2.0	0.1
Certificate	19.0	11.5	22.6	12.8	16.2
Not stated		0.6	0.5	2.9	0.3
Total	100.0	100.0	100.0	100.0	100.0
	11854	7678	990	578	21100

## Section D: Vocational training /type of training

**Table 4.5- 32: Percentage distribution of employees by whether they have received any kind of training since they joined the current employer or not, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	training received		Group Total	
	Yes	No		
Primary	77.5	22.5	100.0	48298
Secondary	54.2	45.8	100.0	27256
TVET	48.3	51.7	100.0	4709
University	63.6	36.4	100.0	2220
Group Total	67.8	32.2	100.0	82484

**Table 4.5- 33: Percentage distribution of employees received training since they joined the current employer by the major field of training, according to Type of learning institution**

TRAINING	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
General Programs	0.3	1.1	1.0	0.7	0.5
Education	18.5	20.7	22.4	26.7	19.4
Humanities and Arts	66.9	32.3	20.9	7.6	54.4
Social Sciences, Business and Law	5.0	10.2	16.4	24.8	7.4
Sciences	4.0	22.0	20.0	14.9	9.7
Engineering ,Manufacturing and Construction	0.4	1.0	8.0	7.5	1.0
Agriculture	0.1	1.0	2.3	1.8	0.5
Health and Welfare	2.5	6.1	3.4	10.3	3.7
Services	2.0	3.9	5.1	0.4	2.6
Not known or Not stated	0.3	1.2	0.6	5.0	0.6
Not stated		0.6		0.4	0.2
Total	100.0	100.0	100.0	100.0	100.0
	37436	14780	2274	1411	55900

**Table 4.5- 34: Percentage distribution of employees received training since they joined the current employer by year of training, according to Type of learning institution**

Year of training	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Before 2007	4.0	3.0	6.4	7.1	3.9
2008	3.6	4.3	5.6	2.4	3.8
2009	5.0	11.6	13.0	10.3	7.2
2010	68.6	46.2	42.8	26.3	60.6
2011	17.9	32.9	30.7	48.7	23.2
2012		0.4		3.1	0.2
Not stated	0.9	1.6	1.5	2.1	1.2
Total	100.0	100.0	100.0	100.0	100.0
	37436	14780	2274	1411	55900

**Table 4.5- 35: Percent distribution of employees received training since they joined the current employer by the mean of training, according to Type of learning institution**

Mean of training	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Apprenticeship	23.7	21.3	19.5	16.1	22.7
Formal training institution	15.4	21.0	36.2	26.1	18.0
On the Job	56.8	55.4	41.8	57.0	55.8
Other (specify )	4.1	2.2	2.4	0.4	3.4
Not stated	0.1			0.4	0.1
Total	100.0	100.0	100.0	100.0	100.0
	37436	14780	2274	1411	55900

**Table 4.5- 36: Mean period (in months) of training for employees received training since they joined the current employer according to Type of learning institution and occupation**

OCCUPATION	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Managers	0	3	0	0	1
Professionals	1	1	1	2	1
Technical and associate professionals	12	1	0	2	5
Clerical support workers	0	1	0	1	1
Services and sales workers	1	1	1	0	1
Skilled agricultural, forestry and fishery	.	.	1	.	1
Craft and related trade workers	.	.	0	.	0
Plant and machine operators and	1	.	6	.	1
Elementary occupations	0	1	0	.	1
Not stated	.	.	.	.	.
Total/mean	1	1	1	1	1

**Table 4.5- 37: Percentage distribution of employees received training since they joined the current employer by the qualification they got from it, according to Type of learning institution**

qualification	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Masters Degree				1.1	0.0
Post Graduate Diploma				1.0	0.0
None	79.2	51.2	42.6	26.3	69.0
Other (specify)	0.5		0.2	0.4	0.4
Certificate	20.3	48.8	57.2	71.3	30.6
Total	100.0	100.0	100.0	100.0	100.0
	37436	14780	2274	1411	55900

**Table 4.5- 38: Percentage distribution of employees received training since they joined the current employer by the place of training, according to Type of learning institution**

Country	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Rwanda	99.9	99.3	98.5	78.6	99.1
Other EAC countries	0.1	0.3	0.4	5.5	0.3
Rest of Africa			0.2	6.4	0.2
Europe				5.6	0.1
Americas				0.4	0.0
Asia		0.3	0.9	2.9	0.2
Not stated				0.5	0.0
Total	100.0	100.0	100.0	100.0	100.0
	37436	14780	2274	1411	55900

**Table 4.5- 39: Percent distribution of employees received training since they joined the current employer by whether the training has improved their performance, according to province**

TYPE OF LEARNING INSTITUTION	Did that training improve your performance?			Total
	Yes	No	Not stated	
Primary	95.7	4.1	0.2	100.0 37436
Secondary	96.5	3.5		100.0 14780
TVET	95.6	4.2	0.2	100.0 2274
University	98.1	1.9		100.0 1411
Total	95.9	3.9	0.1	100.0 55900

**Table 4.5- 40: Percentage distribution of employees who did not receive any training since they joined the current employer by reason of not being trained, according to Type of learning institution**

	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
No training policy	4.1	5.2	6.3	7.3	4.9
No training for my job profile	20.5	26.6	32.3	20.9	24.5
Not offered to me personally	59.9	57.3	51.4	56.9	57.8
Offered to me, but refused	0.5	1.0	2.3	0.7	0.9
No need	5.4	3.2	3.3	7.6	4.2
Other (specify)	9.7	6.7	4.3	6.6	7.7
Total	100.0	100.0	100.0	100.0	100.0
	10863	12477	2436	809	26584

**Table 4.5- 41: Percentage distribution of employees by whether they are involved in designing training plans, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Are employees involved in designing training plans?			Total	
	Yes	No	Not stated		
Primary	22.6	77.2	0.2	100.0	48298
Secondary	22.4	77.6		100.0	27256
TVET	25.1	74.6	0.3	100.0	4719
University	53.8	45.9	0.3	100.0	2220
Total	23.5	76.3	0.1	100.0	82494

**Table 4.5- 42: Percentage distribution of employees by whether they need any specific skills to improve their performances, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Do you need any specific skills to improve your performance at your current job?			Total	
	Yes	No	Not stated		
Primary	91.9	8.1		100.0	48,298
Secondary	86.4	13.6		100.0	27,256
TVET	83.3	16.5	0.2	100.0	4,719
University	85.3	14.7		100.0	2,220
Group Total	89.4	10.6	0.0	100.0	82,494

**Table 4.5- 43: Percentage distribution of employees who have reported that they need specific skills to improve their performances by area of lacking skills, according to Type of learning institution**

LACKING SKILLS	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
General Programs	0.3	0.2	0.5	0.3	0.3
Education	28.4	20.5	12.1	12.4	24.6
Humanities and Arts	38.6	14.0	10.0	6.5	28.4
Social Sciences, Business and Law	7.9	22.8	21.6	30.5	14.0
Sciences	17.9	20.4	17.2	20.3	18.7
Engineering ,Manufacturing and Construction	0.4	2.3	13.6	8.1	1.9
Agriculture	0.5	2.1	5.5	4.8	1.4
Health and Welfare	1.3	5.1	1.7	10.0	2.8
Services	4.4	11.4	17.1	3.8	7.3
Not known or Not stated	0.1	0.2	0.3	1.1	0.2
Not stated	0.1	0.9	0.3	2.1	0.4
Total	100.0	100.0	100.0	100.0	100.0
	44392	23540	3932	1893	73757

**Table 4.5- 44 Percentage distribution of employees by their self-assessment of English proficiency, according to Type of learning institution**

ENGLISH PROFICIENCY LEVEL	TYPE OF LEARNING INSTITUTION				Total	
	Primary	Secondary	TVET	University		
SPOKEN	Proficient	13.6	27.5	22.9	58.6	19.9
	Good	60.7	43.1	36.7	35.0	52.8
	Basic	17.2	7.5	8.9	3.7	13.2
	None	8.5	21.9	31.3	2.4	14.1
	Not stated			0.2	0.3	0.0
WRITTEN	Proficient	7.5	20.6	17.2	55.2	13.7
	Good	64.1	48.7	40.3	38.4	56.9
	Basic	19.9	9.2	11.7	4.0	15.5
	None	8.5	21.5	30.6	2.2	13.9
	Not stated			0.2	0.3	0.0
Total	100.0	100.0	100.0	100.0	100.0	100.0
	48298	27256	4719	2220	82494	

**Table 4.5- 45: Percentage distribution of employee by self-assessment of French proficiency, according to Type of learning institution**

FRENCH PROFICIENCY LEVEL		TYPE OF LEARNING INSTITUTION				Total
		Primary	Secondary	TVET	University	
SPOKEN	Proficient	29.5	34.2	33.6	60.5	32.1
	Good	56.8	37.5	31.5	21.1	48.0
	Basic	6.8	8.4	11.1	9.2	7.6
	None	7.0	20.0	23.5	8.9	12.3
	Missing value			0.2	0.3	0.0
WRITTEN	Proficient	32.2	37.4	35.8	61.6	34.9
	Good	54.3	34.4	28.8	20.0	45.3
	Basic	6.1	7.6	10.0	7.1	6.8
	None	7.4	20.7	25.2	11.0	12.9
	Missing value			0.2	0.3	0.0
Total		100.0	100.0	100.0	100.0	100.0
		48298	27256	4719	2220	82494

**Table 4.5- 46: Percentage distribution of employee by self-assessment of Kinyarwanda proficiency, according to Type of learning institution**

KINYARWANDA PROFICIENCY LEVEL		TYPE OF LEARNING INSTITUTION				Total
		Primary	Secondary	TVET	University	
SPOKEN	Proficient	89.0	82.4	77.1	79.7	85.9
	Good	8.9	10.6	13.1	6.6	9.6
	Basic	1.2	4.4	5.1	2.7	2.5
	None	0.9	2.7	4.5	10.8	2.0
	Missing value			0.2	0.3	0.0
WRITTEN	Proficient	91.3	88.9	83.9	82.3	89.9
	Good	7.8	8.8	11.5	4.9	8.3
	Basic	0.7	1.8	3.9	6.3	1.4
	None	0.1	0.5	0.5	6.2	0.4
	Missing value			0.2	0.3	0.0
Total		100.0	100.0	100.0	100.0	100.0
		48298	27256	4719	2220	82494

**Table 4.5- 47: Percentage distribution of employee by self-assessment of Swahili proficiency, according to Type of learning institution**

SWAHILI PROFICIENCY LEVEL		TYPE OF LEARNING INSTITUTION				Total
		Primary	Secondary	TVET	University	
SPOKEN	Proficient	4.8	10.2	12.0	22.6	7.5
	Good	9.5	15.1	15.9	22.4	12.1
	Basic	18.8	21.8	20.7	22.5	20.0
	None	66.9	52.9	51.2	32.2	60.4
	Not stated			0.2	0.3	0.0
WRITTEN	Proficient	5.0	10.4	11.8	24.0	7.7
	Good	10.5	16.7	17.9	23.3	13.3
	Basic	22.2	26.1	23.6	27.3	23.7
	None	62.4	46.7	46.5	25.2	55.3
	Not stated			0.2	0.3	0.0
Total		100.0	100.0	100.0	100.0	100.0
		48298	27256	4719	2220	82494

## Section E: Performance appraisal

**Table 4.5- 48: Percentage distribution of employees by whether their performance has ever been appraised, according to Type of learning institution.**

TYPE OF LEARNING INSTITUTION	Has your performance ever been appraised?			Group Total	
	Yes	No	Not stated	Row %	Count
Primary	95.3	4.7		100.0	48298
Secondary	86.0	14.0		100.0	27256
TVET	84.2	15.6	0.2	100.0	4719
University	88.0	11.8	0.3	100.0	2220
Group Total	91.4	8.6	0.0	100.0	82494

**Table 4.5- 49: Percentage distribution of employees whose performance have ever been appraised by frequency of appraisal, according to Type of learning institution**

How often is your performance appraised?	TYPE OF LEARNING INSTITUTION				Group Total
	Primary	Secondary	TVET	University	
Monthly	40.1	33.4	25.5	5.1	36.3
Quarterly	35.1	32.1	36.1	15.9	33.7
Bi-Annually	1.2	2.7	3.0	10.1	2.0
Annually	5.0	5.0	7.5	61.6	6.6
Ad hoc	18.2	24.6	26.3	5.1	20.3
Don't know	0.5	2.1	1.6	2.2	1.1
Col %	100.0	100.0	100.0	100.0	100.0
Count	46043	23447	3974	1953	75416

**Table 4.5- 50: Distribution of employees whose performance have ever been appraised by the appraising authority, according to Type of learning institution**

Appraising authority	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
General manager/director	58.4	43.8	42.7	12.6	51.8
HR officer	10.8	14.6	17.4	14.8	12.4
Departmental head	3.4	8.5	10.3	41.1	6.4
Immediate supervisor	20.8	25.8	20.2	23.2	22.4
Consultant	0.5	0.2	0.7	2.6	0.5
Panel	4.2	3.2	3.7	4.2	3.9
Other	1.8	3.7	4.8	0.4	2.5
Not stated		0.2	0.2	1.1	0.1
Group Total	100	100	100	100	100
	46043	23447	3983	1959	75431

**Table 4.5- 51: Percentage distribution of employees whose performance have ever been appraised by whether they have received feedback after appraisal, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	HAVE YOU RECEIVED FEEDBACK AFTER APPRAISAL			Group Total	
	Yes	No	Not stated		
Primary	96.6	3.4		100	44842
Secondary	92.1	7.9		100	22115
TVET	91.8	8.2		100	3773
University	93.4	6.3	0.3	100	1790
Total	94.9	5.1	0.0	100	72520

## Section F: Career growth

**Table 4.5- 52: Percentage distribution of employees by whether they have been promoted, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	HAVE YOU BEEN PROMOTED			Group Total	
	Yes	No	Not stated		
Primary	19.2	80.8		100.0	48298
Secondary	16.2	83.8		100.0	27256
TVET	22.0	77.8	0.2	100.0	4719
University	32.2	67.5	0.3	100.0	2220
Total	18.7	81.3	0.0	100.0	82494

**Table 4.5- 53: Percentage distribution of employees who have ever been promoted by how long ago they have been promoted, according to Type of learning institution**

LAST PROMOTION IN INTERVAL	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Less than 1year	12.8	25.6	28.7	29.6	18.3
1year-	17.9	28.3	27.6	21.6	21.7
2 to 3Years	29.8	26.7	26.4	26.3	28.5
4 to 5 Years	19.0	8.6	9.1	12.7	15.1
6 Years and above	20.5	10.8	8.3	9.1	16.3
Not stated				0.7	0.0
Group Total	100	100	100	100	100
	9278	4410	1038	716	15441

## Section G: Working terms and conditions

**Table 4.5- 54: Average weekly working hours by occupation and by Type of learning institution**

OCCUPATION	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Managers	46.0	51.2	56.7	44.1	48.6
Professionals	39.0	32.6	32.7	42.0	37.1
Technical and associate professionals	45.0	45.0	43.5	44.8	44.7
Clerical support workers	46.2	48.7	48.5	46.3	48.1
Services and sales workers	72.7	75.1	74.4	42.8	74.1
Skilled agricultural, forestry and fishery	.	.	45.0	.	45.0
Craft and related trade workers	.	.	43.8	45.0	43.9
Plant and machine operators and assemblers	60.0	65.4	53.2	.	61.2
Elementary occupations	58.0	49.6	57.8	60.4	53.2
Not stated	.	.	.	.	.
Group Total	41.7	43.4	47.3	42.7	42.6

**Table 4.5- 55: Percentage distribution of employees by whether they are entitled to annual leave days, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	ARE YOU ENTITLED TO ANNUAL LEAVE DAYS			Group Total	
	Yes	No	Not stated		
Primary	78.1	21.9	.	100	48298
Secondary	70.1	29.9	.	100	27256
TVET	66.9	32.9	0.2	100	4719
University	93.4	6.3	0.3	100	2220
Total	75.2	24.8	0.0	100	82494

**Table 4.5- 56: Percentage distribution of employees by whether they are entitled to annual leave days, according to occupation**

OCCUPATION	ARE YOU ENTITLED TO ANNUAL LEAVE DAYS			Group Total	
	Yes	No	Not stated		
Managers	78.9	20.9	0.1	100	4104
Professionals	82.0	18.0	0.0	100	63801
Technical and associate professionals	57.2	42.8	.	100	199
Clerical support workers	75.6	24.4	.	100	1763
Services and sales workers	43.3	56.7	.	100	8703
Skilled agricultural, forestry and fishery workers	75.4	24.6	.	100	37
Craft and related trade workers	74.1	25.9	.	100	56
Plant and machine operators and assemblers	19.9	80.1	.	100	187
Elementary occupations	32.7	67.3	.	100	3634
Not stated	.	46.7	53.3	100	9
Total	75.2	24.8	0.0	100	82494

**Table 4.5- 57: Mean annually leave in calendar or working days entitled to employees by occupation and Type of learning institution**

OCCUPATION	TYPE OF LEARNING INSTITUTION								Group Total	
	Primary		Secondary		TVET		University			
	Calendar days	Working days	Calendar days	Working days	Calendar days	Working days	Calendar days	Working days	Calendar days	Working days
Managers	30	21	33	18	29	17	30	21	31	20
Professionals	31	30	31	25	32	26	30	21	31	27
Technical and associate professionals	.	.	.	.	.	.	30	.	30	.
Clerical support workers	30	.	31	18	32	18	30	19	31	18
Services and sales workers	28	12	29	16	29	19	30	18	29	16
Skilled agricultural, forestry and fishery workers	.	.	.	.	34	17	.	.	34	17
Craft and related trade workers	.	.	.	.	38	15	.	19	38	17
Plant and machine operators and assemblers	.	.	.	.	24	23	.	.	24	23
Elementary occupations	30	15	33	15	25	18	30	18	31	16
Not stated	.	.	.	.	.	.	.	.	.	.
Total	31	25	31	18	31	20	30	21	31	21

**Table 4.5- 58: Percentage distribution of employees by the time it takes them to reach their workplace , according to occupation**

OCCUPATION	TIME IT TAKE TO REACH WORKPLACE					Group Total
	Less than 10 minutes	10 - 20 minutes	21 - 30 minutes	More than 30 minutes	Not stated	
Managers	26.1	32.2	17.6	24.1	0.0	100 4104
Professionals	14.7	26.0	19.2	40.0	0.0	100 63801
Technical and associate professionals		13.7	67.3	19.0		100 199
Clerical support workers	27.4	22.4	17.6	32.6		100 1763
Services and sales workers	27.3	24.0	18.7	30.0		100 8703
Skilled agricultural, forestry and fishery workers	36.1	25.9	13.4	24.6		100 37
Craft and related trade workers	26.2	8.1	49.6	16.2		100 56
Plant and machine operators and assemblers	6.9	31.9	2.7	58.5		100 187
Elementary occupations	23.4	21.2	25.7	29.7	100.0	100 3634
Not stated					100	9
Total	17.3	25.8	19.4	37.5	0.0	100 82494

**Table 4.5- 59: Percentage distribution of employees by the main mode of transport used to reach their working place by occupation**

OCCUPATION	MAIN MODE OF TRANSPORT							Group Total	
	Public transport	Office transport	On foot	Own transport	Hired (Car, Motor cycle, bicycle)	Other	Not stated		
Managers	14.9	1.7	64.9	5.4	13.0	0.3	0.0	100	4104
Professionals	8.0	0.6	82.6	2.8	5.0	1.0	0.0	100	63801
Technical and associate professionals	19.9		52.2		28.0			100	199
Clerical support workers	23.1	2.8	69.6	3.7	0.6	0.3	0.0	100	1763
Services and sales workers	3.3	0.7	85.2	1.2	4.5	5.0	0.1	100	8703
Skilled agricultural, forestry and fishery workers			86.6		13.4			100	37
Craft and related trade workers			100.0					100	56
Plant and machine operators and assemblers	31.8		65.7	2.5				100	187
Elementary occupations	0.3		93.8	1.5	2.2	2.2		100	3634
Not stated							100.0	100	9
Total	7.9	0.7	82.1	2.7	5.1	1.4	0.0	100	82494

**Table 4.5- 60: Percentage distribution of employees by the time used (in minutes), according to the mode of transportation they use to get at workplace**

Mode of transportation	How long does it take you to reach your workplace?					Group Total	
	Less than 10 minutes	10 - 20 minutes	21 - 30 minutes	More than 30 minutes	Missing value	Row %	Count
Public transport (taxi, bus)	3.5	16.9	19.5	60.1		100.0	6549
Office transport	16.3	38.7	24.3	20.7		100.0	557
On foot	19.2	27.0	19.4	34.4	0.0	100.0	67756
Own transport	8.8	27.2	20.3	43.8		100.0	2217
Hired (Car, Motor cycle, bicycle)	4.4	20.3	19.0	56.4		100.0	4246
Other (specify)	47.0	14.6	20.4	17.9		100.0	1144
Missing value	22.4	18.7			58.9	100.0	26
Total	17.3	25.8	19.4	37.5	0.0	100.0	82494

**Table 4.5- 61: Percentage distribution of employees by whether they are entitled to medical care assistance, according to the type of Type of learning institution.**

TYPE OF LEARNING INSTITUTION	Entitled to medical care assistance?			Group Total	
	Yes	No	Not stated	Col %	Count
Primary	78.1	21.9		100.0	48298
Secondary	70.1	29.9		100.0	27256
TVET	66.9	32.9	0.2	100.0	4719
University	93.4	6.3	0.3	100.0	2220
<b>TOTAL</b>	<b>75.2</b>	<b>24.8</b>	<b>0.0</b>	<b>100.0</b>	<b>82494</b>

**Table 4.5- 62: Percentage distribution of employees by whether they are entitled to medical care assistance, according to occupation**

OCCUPATION	ARE YOU ENTITLED TO MEDICAL CARE ASSISTANCE?			Group Total	
	Yes	No	Not stated		
Managers	93.4	6.6		100	4104
Professionals	87.9	12.0	0.1	100	63801
Technical and associate professionals	70.3	29.7		100	199
Clerical support workers	57.6	42.4		100	1763
Services and sales workers	15.6	83.9	0.6	100	8703
Skilled agricultural, forestry and fishery workers	50.7	49.3		100	37
Craft and related trade workers	23.7	76.3		100	56
Plant and machine operators and assemblers	29.1	70.9		100	187
Elementary occupations	12.5	87.5		100	3634
Not stated			100.0	100	9
<b>Total</b>	<b>76.4</b>	<b>23.5</b>	<b>0.1</b>	<b>100</b>	<b>82494</b>

**Table 4.5- 63: Percentage distribution of employees who are entitled to medical care assistance by extent it cover the medical expenses, according to occupation**

OCCUPATION	EXTENT COVERED YOUR MEDICAL EXPENSES		Group Total	
	Partially	Totally		
Managers	93.2	6.8	100	3834
Professionals	97.4	2.6	100	56107
Technical and associate professionals	92.8	7.2	100	140
Clerical support workers	86.4	13.6	100	1016
Services and sales workers	68.1	31.9	100	1355
Skilled agricultural, forestry and fishery workers	73.5	26.5	100	19
Craft and related trade workers	34.1	65.9	100	13
Plant and machine operators and assemblers	100.0		100	55
Elementary occupations	82.0	18.0	100	456
Total	96.2	3.8	100	62994

**Table 4.5- 64: Percentage distribution of employees who are entitled to medical care assistance by whether the assistance extend to their family or not, according to the type of Type of learning institution**

ACTIVITY SECTOR	IS MEDICAL ASSISTANCE EXTENDED TO YOUR FAMILY?			Group Total	
	Yes	No	Not stated		
Primary	73.7	26.0	0.2	100.0	41195
Secondary	57.5	42.5		100.0	17824
TVET	61.8	37.7	0.5	100.0	2038
University	84.3	15.4	0.3	100.0	1937
Total	69.1	30.7	0.2	100.0	62994

**Table 4.5- 65: Percentage distribution of employees who are entitled to medical care assistance by whether the assistance extend to their family, according to occupation.**

OCCUPATION	IS MEDIACAL ASSISTANCE EXTENDED TO YOUR FAMILY?			Group Total	
	Yes	No	Not stated		
Managers	88.0	12.0		100	3834
Professionals	68.1	31.7	0.2	100	56107
Technical and associate professionals	96.4	3.6		100	140
Clerical support workers	89.1	10.3	0.6	100	1016
Services and sales workers	42.5	57.5		100	1355
Skilled agricultural, forestry and fishery workers		100.0		100	19
Craft and related trade workers		65.9	34.1	100	13
Plant and machine operators and assemblers	100.0			100	55
Elementary occupations	59.1	40.9		100	456
Total	69.1	30.7	0.2	100	62994

Table 4.5- 66: Percentage of employees who have reported that they get some benefits from their employer by occupation

BENEFITS FROM EMPLOYER		OCCUPATION									Total
		Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Clothing/Uniform	Yes all	29.8	47.9	5.3	39.9	38.7	48.5	51.5	31.1	31.7	44.9
	Yes partially	8.1	6.2	27.6	7.0	9.2	26.9			6.2	6.8
Protective gear	Yes all	28.5	34.5	57.7	23.2	27.4	12.4	25.4	2.7	23.5	32.7
	Yes partially	11.6	7.7	25.1	11.7	9.9	35.8	16.2	24.3	6.3	8.3
Accommodation	Yes all	14.0	4.5	8.8	14.8	19.3	23.6	9.2	4.4	1.5	6.7
	Yes partially	12.9	8.9	25.1	9.2	9.0	13.4	15.5		7.6	9.0
Transport	Yes all	4.3	1.3	2.9	12.7	2.4				1.4	1.8
	Yes partially	12.2	7.8	25.1	3.4	8.6	13.4	8.1		6.1	8.0
Pay to and from annual leave	Yes all	75.6	78.4	87.2	76.7	46.3	86.6	56.8	68.0	42.9	73.2
	Yes partially	3.8	1.8		2.8	6.7	13.4	8.1		5.8	2.6
Food	Yes all	9.0	7.4	25.1	24.1	35.4	61.7	9.2	29.4	24.6	11.7
	Yes partially	19.7	12.8	7.4	36.7	16.0		15.5	2.7	19.7	14.2
Free education for dependants	Yes all	3.2	2.3		0.2	2.3				1.4	2.2
	Yes partially	12.6	7.6	28.1	4.0	10.3	13.4	8.1	2.9	6.2	8.1
Maternal and paternal leave	Yes all	93.2	92.0	97.5	88.5	65.3	86.6	83.8	94.9	70.6	88.2
	Yes partially	2.8	1.5		0.6	6.1	13.4			5.6	2.2
Health and safety	Yes all	39.8	37.9	32.7	34.0	15.8	38.1	23.7	9.5	16.5	34.5
	Yes partially	13.0	12.2	2.1	16.7	10.5	25.9	8.1		7.6	11.9
Terminal benefits	Yes all	68.6	63.9	80.9	69.1	35.2	74.1	42.2	67.7	33.2	59.9
	Yes partially	6.7	5.8	2.8	4.0	6.8	13.4	8.2		6.1	5.9
Any other	Yes all	7.5	3.2	2.5	1.5	1.5	13.4			1.4	3.1
	Yes partially	12.6	8.5	25.1	7.2	8.9		16.3		7.4	8.7
Group Total		4104	63801	199	1763	8703	37	56	187	3634	82494

**Table 4.5- 67: Percentage of employees who have reported that they get some benefits from their employer by Type of learning institution**

BENEFITS FROM THEIR EMPLOYER		TYPE OF LEARNING INSTITUTION				Total
		Primary	Secondary	TVET	University	
Clothing/Uniform	Yes all	46.2	45.5	40.2	21.1	44.9
	Yes partially	6.2	7.8	7.6	4.8	6.8
Protective gear	Yes all	33.8	32.1	28.3	23.6	32.7
	Yes partially	8.0	8.8	9.4	4.2	8.3
Accommodation	Yes all	2.4	10.8	21.6	17.1	6.7
	Yes partially	8.4	10.5	8.4	6.0	9.0
Transport	Yes all	1.1	1.9	1.7	17.7	1.8
	Yes partially	7.7	9.0	6.0	6.0	8.0
Pay to and from annual leave	Yes all	75.3	69.2	69.4	85.5	73.2
	Yes partially	2.6	2.8	3.3	1.0	2.6
Food	Yes all	5.9	18.5	33.8	5.9	11.7
	Yes partially	10.1	21.4	16.8	10.0	14.2
Free education for dependants	Yes all	1.9	2.7	3.1	1.3	2.2
	Yes partially	7.7	9.1	7.2	5.6	8.1
Maternal and paternal leave	Yes all	90.2	85.6	82.1	89.3	88.2
	Yes partially	2.5	1.7	2.9		2.2
Health and safety	Yes all	36.4	33.4	29.2	20.4	34.5
	Yes partially	11.5	13.5	9.6	5.2	11.9
Terminal benefits	Yes all	64.8	52.1	54.4	59.8	59.9
	Yes partially	5.3	7.3	5.2	2.6	5.9
Any other	Yes all	3.1	3.1	3.5	1.3	3.1
	Yes partially	9.1	9.0	6.4	2.6	8.7
Group Total		48298	27256	4719	2220	82494

**Table 4.5- 68: Percentage distribution of employees by the frequency of salary increase, according to Type of learning institution**

FREQUENCY OF INCREASING SALARIES	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Every year	8.2	9.2	24.7	17.0	9.7
Once every three years	7.4	7.8	6.4	5.5	7.4
Once over three years	12.3	5.5	4.4	4.8	9.4
No increase	56.2	59.5	48.7	53.3	56.8
Doesn't know	15.8	17.7	15.5	17.6	16.5
No remuneration				1.4	0.0
Not stated		0.4	0.3	0.5	0.1
Group Total	100	100	100	100	100
	48298	27256	4719	2220	82494

**Table 4.5- 69: Percentage distribution of employees by the frequency of salary increase according to occupation**

OCCUPATION	FREQUENCY OF INCREASING SALARIES							Group Total
	Every year	Once every three years	Once over three years	No increase	Doesn't know	No remuneration	Not stated	
Managers	19.7	9.2	7.1	45.9	17.8	0.1	0.1	100 4104
Professionals	8.0	6.6	10.0	59.8	15.4	0.0	0.2	100 63801
Technical and associate professionals	11.9	2.5		82.7	2.8			100 199
Clerical support workers	14.1	12.8	6.3	51.1	15.7			100 1763
Services and sales workers	14.7	11.6	8.5	45.0	20.3			100 8703
Skilled agricultural, forestry and fishery workers	26.9	11.2		61.9				100 37
Craft and related trade workers	23.7	8.1	8.1	18.1	32.3		9.7	100 56
Plant and machine operators and assemblers	5.1	26.7		53.4	14.8			100 187
Elementary occupations	14.5	6.3	6.5	45.6	27.1			100 3634
Not stated						100.0	100	9
Total	9.7	7.4	9.4	56.8	16.5	0.0	0.1	100 82494

**Table 4.5- 70: Percentage distribution of employees by whether their salary is annually adjusted for inflation, according to Type of learning institution.**

TYPE OF LEARNING INSTITUTION	IS YOUR SALARY IS ANNUALLY AJUSTED FOR INFLATION?				Group Total	
	Yes, always	Yes, sometimes	No	Unknown		
Primary	2.3	3.8	93.1	0.7	100	13509
Secondary	3.1	5.9	88.5	2.4	100	6111
TVET	3.7	6.5	86.2	3.5	100	1674
University	3.1	15.7	74.3	6.9	100	605
Total	2.7	4.9	90.8	1.6	100	21899

**Table 4.5- 71: Percentage distribution of employees by whether their salary is annually adjusted for inflation, according to occupation .**

CCUPATION	IS YOUR SALARY IS ANNUALLY AJUSTED FOR INFLATION?				Group Total	
	Yes, always	Yes, sometimes	No	Unknown		
Managers	3.4	2.9	92.9	0.8	100	1478
Professionals	2.9	4.3	91.6	1.2	100	15697
Technical and associate professionals	17.4		82.6		100	29
Clerical support workers	1.9	19.7	68.8	9.6	100	586
Services and sales workers	2.0	4.6	92.5	0.9	100	3021
Skilled agricultural, forestry and fishery workers			64.7	35.3	100	14
Craft and related trade workers			100.0		100	22
Plant and machine operators and assemblers			100.0		100	60
Elementary occupations	1.0	10.6	83.2	5.2	100	992
Total	2.7	4.9	90.8	1.6	100	21899

## Section H: Labour right and related issues

**Table 4.5- 72: Percentage distribution of employees by whether they are member of any trade union or any other collective bargaining association, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	ARE YOU MEMBER OF ANY TRADE UNION			Group Total	
	Yes	No	Not stated		
Primary	60.6	39.4		100	48298
Secondary	45.8	54.2		100	27256
TVET	31.7	68.1	0.2	100	4719
University	49.1	50.3	0.6	100	2220
Total	53.7	46.2	0.0	100	82494

**Table 4.5- 73: Percentage distribution of employees by whether they are member of any trade union or any other collective bargaining association, according to occupation**

OCCUPATION	ARE YOU MEMBER OF ANY TRADE UNION			Group Total	
	Yes	No	Not stated		
Managers	53.7	46.3		100	4104
Professionals	60.3	39.7	0.0	100	63801
Technical and associate professionals	58.7	41.3		100	199
Clerical support workers	38.4	61.6		100	1763
Services and sales workers	25.1	74.8	0.1	100	8703
Skilled agricultural, forestry and fishery workers	22.4	77.6		100	37
Craft and related trade workers	16.2	83.8		100	56
Plant and machine operators and assemblers	4.9	95.1		100	187
Elementary occupations	16.8	83.2		100	3634
Not stated			100.0	100	9
Total	53.7	46.2	0.0	100	82494

**Table 4.5- 74: Percentage distribution of employees who are not a member in any trade union or any other collective bargaining organization by reason, according to occupation**

OCCUPATION	REASON EMPLOYEES DO NOT BELONG TO ANY TRADE UNION					Group Total	
	Employer does not allow	I do not know any union	Unions do not help	Other	Not stated		
Managers	5.5	71.2	1.4	21.9		100	1901
Professionals	3.3	71.3	6.4	17.6	1.3	100	25299
Technical and associate professionals		87.3	6.7		6.1	100	82
Clerical support workers	1.4	67.3	5.7	25.6		100	1085
Services and sales workers	5.8	72.5	2.2	18.4	1.1	100	6507
Skilled agricultural, forestry and fishery workers		84.0		16.0		100	29
Craft and related trade workers	9.6	78.8	11.6			100	47
Plant and machine operators and assemblers		97.2		2.8		100	178
Elementary occupations	5.4	85.3	2.4	4.8	2.2	100	3022
Total	4.0	72.7	5.1	17.1	1.2	100	38151

**Table 4.5- 75: Percentage distribution of employees who are not a member in any trade union or any other collective bargaining organization by reason, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	REASON EMPLOYEES DO NOT BELONG TO ANY TRADE UNION					Group Total	
	Employer does not allow	I do not know any union	Unions do not help	Other	Not stated		
Primary	4.2	71.7	5.2	17.8	1.1	100	19036
Secondary	3.7	72.8	4.6	17.6	1.4	100	14785
TVET	5.0	73.2	6.0	13.8	2.0	100	3213
University	1.0	85.8	5.6	6.6	1.0	100	1116
Total	4.0	72.7	5.1	17.1	1.2	100	38151

**Table 4.5- 76: Percentage distribution of employees by whether their employer contributes for them regularly to the social security, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	DOES EMPLOYER CONTRIBUTE REGULARLY TO THE SOCIAL SECURITY?				Group Total	
	Yes	No	Don't know	Not stated		
Primary	87.8	8.7	3.6		100	48298
Secondary	85.6	10.0	4.3		100	27256
TVET	79.8	13.1	6.9	0.2	100	4719
University	90.0	6.3	3.2	0.5	100	2220
Total	86.7	9.3	4.0	0.0	100	82494

**Table 4.5- 77: Percentage distribution of employees by whether their employer contributes for them regularly to the social security, according to occupation**

OCCUPATION	DOES EMPLOYER CONTRIBUTE REGULARLY TO THE SOCIAL SECURITY?				Group Total	
	Yes	No	Don't know	Not stated		
Managers	96.2	3.4	0.5		100	4104
Professionals	90.8	6.2	3.0	0.0	100	63801
Technical and associate professionals	97.9		2.1		100	199
Clerical support workers	94.8	4.7	0.6		100	1763
Services and sales workers	60.7	28.5	10.8		100	8703
Skilled agricultural, forestry and fishery workers	100.0				100	37
Craft and related trade workers	75.8	16.2	8.1		100	56
Plant and machine operators and assemblers	73.3	26.7			100	187
Elementary occupations	62.5	26.3	11.1		100	3634
Not stated				100.0	100	9
Total	86.7	9.3	4.0	0.0	100	82494

**Table 4.5- 78: Distribution of employees who have reported that their activities expose them to specified dangers according to occupation**

OCCUPATION	KIND OF DANGERS						Group Total
	Extreme Dust, toxic gases	Extreme Noise	Extreme temperature / humidity	Dangerous tools/animals	Work underground	Other	
Managers	26.9	13.4	7.8	2.2	0.1	1.5	100 4104
Professionals	48.9	18.8	24.6	6.1	0.3	3.8	100 63801
Technical and associate professionals	54.8	13.9	40.3	26.4			100 199
Clerical support workers	19.0	6.8	8.6	3.3		0.2	100 1763
Services and sales workers	34.1	16.5	50.9	32.2	0.1	2.5	100 8703
Skilled agricultural, forestry and fishery workers	74.1	12.4	13.4	65.2		13.4	100 37
Craft and related trade workers	58.3	73.8	49.4	50.3		18.6	100 56
Plant and machine operators and assemblers	39.1	29.4	7.3	5.0		2.7	100 187
Elementary occupations	63.7	23.0	33.1	41.1		1.3	100 3634
Not stated							100 9
Total	46.3	18.3	26.6	10.3	0.3	3.3	100 82494

**Table 4.5- 79: Distribution of employees who have reported that their activities expose them to specified dangers according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	KIND OF DANGERS						Group Total
	Extreme Dust, toxic gases	Extreme Noise	Extreme temperature / humidity	Dangerous tools/animals	Work underground	Other	
Primary	49.7	20.2	27.3	7.1	0.2	4.0	100 48298
Secondary	43.3	15.6	26.4	12.7	0.2	2.5	100 27256
TVET	40.7	19.4	28.9	28.1	0.7	2.5	100 4719
University	19.6	7.1	10.1	12.1	0.7	0.9	100 2220
Total	46.3	18.3	26.6	10.3	0.3	3.3	100 82494

## Section I. Challenges and work place

Table 4.5- 80: Percentage of employees who reported that they face some specified challenges at work by type of faced challenges according to occupation

TYPE OF CHALLENGES	OCCUPATION									Total	
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations		
Verbal abuse	5.5	5.7	2.5	12.5	8.8		8.1	29.4	9.9	6.4	
Physical abuse	0.1	0.2			0.1					0.1	
Sexual harassment	0.1	0.1			0.1				1.4	0.1	
Neglect	10.0	9.6	5.4	12.1	14.4	11.2	8.1	26.7	16.3	10.5	
Non payment of salary	0.5	5.1		5.5	5.6				6.0	4.9	
Non payment of other benefits	7.9	12.1	5.0	6.6	12.5			29.4	13.7	11.9	
Delayed payments of salary	12.2	27.8	33.0	21.2	33.9	11.2	27.0	2.5	27.2	27.4	
Delayed payments of benefits	16.0	23.0	40.8	7.5	16.8	37.1	9.7		12.3	21.2	
Underpayment of salary	40.6	50.7	12.8	36.4	47.6	37.1	25.4	61.4	48.4	49.4	
Fatigue	53.8	52.6	18.2	37.7	55.8	49.5	67.1	38.8	42.0	52.1	
Excess workload/hours	49.4	27.2	16.1	49.0	40.8	36.1	44.0	33.9	32.1	30.4	
Dependants	28.6	16.1	41.2	24.3	15.9	23.6	8.1	33.7	21.1	17.2	
Discrimination	0.9	1.1	2.5	2.8	0.2		9.7		0.8	1.1	
Other	7.0	6.5	11.2	1.5	3.6	13.4	7.4	2.7	3.4	6.0	
Total	4104	63801	199	1763	8703	37	56	187	3634	9	82494

**Table 4.5- 81: Percentage of employees who reported that they face some specified challenges at work by type of faced challenges according to Type of learning institution**

TYPE OF CHALLENGES	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Verbal abuse	5.9	7.2	8.0	3.6	6.4
Physical abuse	0.2		0.2	0.5	0.1
Sexual harassment	0.1	0.2	0.1	0.2	0.1
Neglect	9.6	12.0	12.8	8.5	10.5
Nonpayment of salary	5.5	4.5	4.6	0.2	4.9
Nonpayment of other benefits	12.6	11.1	12.4	7.5	11.9
Delayed payments of salary	28.2	27.7	25.5	11.1	27.4
Delayed payments of benefits	23.9	18.2	16.2	7.9	21.2
Underpayment of salary	53.4	46.0	43.3	16.3	49.4
Fatigue	55.6	48.3	48.6	29.3	52.1
Excess workload/hours	27.1	35.1	37.0	29.9	30.4
Dependants	15.6	19.3	22.3	13.1	17.2
Discrimination	1.2	0.5	1.5	3.7	1.1
Other	5.9	5.4	5.1	17.5	6.0
Group Total	100	100	100	100	100
	48298	27256	4719	2220	82494

**Table 4.5- 82: Percentage of employees reacting against faced challenge by the manner of reaction, according, according to Type of learning institution**

FIRST PRIORITY WAY OF REACTING AGAINST FACED CHALLENGE	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Inform HR management	45.9	46.8	49.7	36.5	46.3
Take painkillers	8.2	5.6	7.3	12.1	7.4
Talk to family members	55.4	48.6	48.6	43.1	52.6
Talk to supervisor	63.3	58.6	57.2	45.7	61.1
Inform police/lawyers	6.3	6.3	5.3	5.5	6.3
Inform manager/directors	37.1	32.7	33.2	24.3	35.2
Talk to friend	56.9	53.6	53.4	42.6	55.4
Ignore them	31.0	29.4	31.7	46.9	30.8
Inform the Labour Inspector	11.8	9.0	7.6	5.3	10.5
Ombudsman	1.8	2.4	2.2	4.8	2.1
Public Service Commission	5.3	4.7	3.4	4.4	5.0
Other (specify)	2.8	3.4	2.7	1.5	3.0
Group Total	37390	19901	3478	1045	61815

**Table 4.5- 83: Percentage of employees reacting against faced challenge by the manner of reaction, according to occupation**

FIRST PRIORITY WAY OF REACTING AGAINST FACED CHALLENGE	OCCUPATION								Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	
Inform HR management	44.5	46.0	19.7	34.2	52.8	80.2	26.4	51.4	46.3
Take painkillers	3.0	7.6	10.3	17.7	7.1	41.1			7.4
Talk to family members	42.9	53.5	20.0	64.5	49.1	37.5	54.5	82.8	52.0
Talk to supervisor	53.7	61.7	71.7	43.3	64.4	58.9	44.1	58.8	61.1
Inform police/lawyers	1.2	6.7	5.3	4.8	6.4				6.3
Inform manager/directors	35.4	35.4	14.6	10.1	40.6	39.1	17.6	48.4	26.8
Talk to friend	55.1	57.5	19.8	48.2	45.8	57.3	83.0	41.6	45.5
Ignore them	37.0	31.8	23.7	46.4	19.2	37.5	28.3	41.1	27.9
Inform the Labour Inspector	9.6	12.5	10.3	9.0	1.0				10.5
Ombudsman	2.1	2.4			0.9				0.4
Public Service Commission	5.1	5.8		0.5	1.7				0.2
Other	2.9	3.5	4.7	0.5	0.4		10.6	3.4	0.2
Group Total	3015	47793	107	1060	6868	23	52	132	2417
									61469

## Section J. Gender

**Table 4.5- 84: Percentage distribution of employees by whether their organisation has a gender policy , according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Does your organization have a gender policy				Group Total	
	Yes	No	Unknown	Not stated		
Primary	88.2	6.9	4.9		100	48298
Secondary	78.2	10.5	11.3		100	27256
TVET	75.1	9.1	15.6	0.2	100	4719
University	68.5	16.4	14.6	0.5	100	2220
Total	83.6	8.5	7.9	0.0	100	82494

**Table 4.5- 85: Percentage distribution of employees by whether their organization practice any form of preferential treatment due to sex, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	DOES YOUR ORGANIZATION PRACTICE ANY FORM OF PREFERENTIAL TREATMENT DUE TO SEX				Group Total	
	Yes	No	Unknown	Not stated		
Primary	9.0	83.3	7.7		100	48298
Secondary	8.1	79.0	13.0		100	27256
TVET	5.2	78.3	16.1	0.3	100	4719
University	5.0	79.0	15.5	0.5	100	2220
Total	8.4	81.5	10.1	0.0	100	82494

**Table 4.5- 86: Percentage of employees who reported that their organization practice some form of preferential treatment due to sex by the type of such preferential treatment, according to Type of learning institution**

TYPE OF PREFERENTIAL TREATMENT	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Quota for women (management)	65.6	46.7	35.2	61.3	58.4
Overall quota for women	50.4	36.5	33.0	79.8	45.8
Pref. recruitment for women	33.5	20.8	19.7	29.0	28.9
Pref. recruitment for men	11.9	6.5	15.5		10.1
Maternity leave	2.3				1.5
Differential retirement age	15.4	21.8	16.2		17.2
Preferential payment	13.6	24.2	19.3		17.0
Others	3.9	1.9	3.7		3.2
Total	4338	2196	247	111	6892

**Table 4.5- 87: Percentage of employees by their opinions on whether any establishment should practice any form of preferential treatment due to sex by the type of preferential treatment and Type of learning institution**

TYPE OF PREFERENTIAL TRAITEMENT	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Quota for women (management)	63.0	63.0	55.9	42.6	62.0
Overall quota for women	59.3	56.4	49.4	35.3	57.2
Pref. recruitment for women	33.4	26.0	23.5	13.9	29.9
Pref. recruitment for men	11.1	10.1	13.6	6.3	10.8
Maternity leave	92.3	92.0	91.2	78.1	91.7
Differential retirement age	44.7	46.4	46.9	26.3	44.9
Preferential payment	11.2	12.6	12.2	5.9	11.6
Others (specify)	2.9	2.4	3.0	3.0	2.7
Total	48298	27256	4719	2220	82494

## Section K. Use of ICT

**Table 4.5- 88: Percentage distribution of employees by whether their organisation has introduced the use of ICT, according to Type of learning institution**

TYPE OF LEARNING INSTITUTION	Has your organization introduced the use of ICT			Group Total	
	Yes	No	Not stated		
Primary	26.8	73.2		100	48298
Secondary	65.2	34.8		100	27256
TVET	92.1	7.7	0.2	100	4719
University	99.3	0.5	0.3	100	2220
Total	45.2	54.8	0.0	100	82494

**Table 4.5- 89: Percentage of employees who have reported that their establishments have introduced the use of ICT by type of its utilisation, according to Type of learning institution**

TYPE OF UTILISATION OF ICT	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Production	72.6	75.2	81.3	93.7	76.1
Marketing	20.6	22.0	27.3	66.9	24.8
Human resource management	42.8	38.1	41.7	61.1	41.5
Communication	38.0	43.9	54.9	94.3	46.1
Records management	88.1	84.2	84.0	97.0	86.3
Accounting/Finance/Budgeting	76.1	78.4	80.8	97.0	79.0
Others	5.9	7.1	7.6	8.8	6.8
Recruitment	14.4	15.1	17.1	55.0	17.5
Group Total	100	100	100	100	100
	12937	17772	4346	2204	37258

**Table 4.5- 90: Percentage of employees who reported the way their establishments were affected by the use of technology, according to Type of learning institution**

USE OF TECHNOLOGY EFFECTS		TYPE OF LEARNING INSTITUTION				Total
		Primary	Secondary	TVET	University	
Production	Don't know	5.7	10.6	12.2	1.9	8.5
	Increased	68.4	72.2	76.4	92.9	72.6
	Decreased	0.9	0.3	0.8	0.2	0.5
	No effect	3.1	2.3	1.9	0.2	2.4
	Not	21.9	14.7	8.6	4.8	15.9
	Not stated			0.2		0.0
Marketing	Don't know	6.6	14.5	15.7	3.5	11.3
	Increased	17.6	19.6	25.2	65.8	22.3
	Decreased	3.9	1.0	2.7	0.5	2.2
	No effect	3.9	3.0	3.1		3.1
	Not	68.0	61.8	53.1	30.2	61.1
	Not stated			0.2		0.0
Human resource management	Don't know	7.5	14.2	14.6	3.4	11.3
	Increased	38.4	33.5	37.4	60.0	37.2
	Decreased	1.9	1.6	2.1	0.7	1.7
	No effect	5.6	2.2	3.8		3.5
	Not	46.6	48.4	42.0	35.9	46.3
	Not stated			0.2		0.0
Communication	Don't know	6.8	12.4	14.2	0.9	10.0
	Increased	33.8	39.9	51.8	93.6	42.3
	Decreased	2.3	2.1	2.1	0.2	2.1
	No effect	6.2	2.3	2.8	0.2	3.6
	Not	50.9	43.3	28.9	5.1	42.0
	Not stated			0.2		0.0
Records management	Don't know	6.3	12.8	13.1	1.8	9.9
	Increased	83.5	77.2	77.4	95.3	80.4
	Decreased	0.8	1.1	1.6	1.1	1.1
	No effect	2.8	1.9	1.8	0.2	2.1
	Not	6.7	7.1	6.0	1.5	6.5
	Not stated			0.2		0.0
Accounting/Finance/Budgeting	Don't know	9.6	14.2	14.4	2.3	11.9
	Increased	68.0	71.1	73.6	95.4	71.7
	Decreased	1.9	1.1	1.2	0.2	1.4
	No effect	5.6	2.0	1.6		3.1
	Not	14.9	11.6	9.1	2.0	11.9
	Not stated			0.2		0.0
Others	Don't know	8.6	16.5	16.6	5.2	13.1
	Increased	5.5	5.7	7.1	8.8	6.0
	Decreased	7.0	3.0	5.2	6.4	4.8
	No effect	3.1	1.1	1.6	0.2	1.8
	Not	75.8	73.1	69.2	78.9	73.9
	Not stated		0.6	0.3	0.5	0.3
Recruitment	Don't know	7.7	14.6	16.6	5.0	11.9
	Increased	12.2	12.3	14.4	53.2	14.9
	Decreased	2.7	2.4	3.6	2.8	2.7
	No effect	6.7	0.8	4.7		3.3
	Not	70.7	69.6	60.4	39.0	67.1
	Not stated		0.3	0.3		0.2
Group Total		12937	17772	4346	2204	37258

**Table 4.5- 91: Percentage of employees who have reported that they have access to specified ICT facilities according to Type of learning institution**

ICT FACILITIES	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Individual Computer	13.5	15.7	19.9	71.9	18.7
Shared computer	47.8	57.9	55.0	60.3	54.2
Private access to email	16.2	36.1	38.5	86.6	32.5
Common access to email	14.3	19.6	23.1	63.6	20.8
Access to internet	25.0	30.4	41.1	95.2	33.6
Others	1.2	0.9	1.7	1.5	1.1
Group Total	100	100	100	100	100
	12937	17772	4346	2204	37258

**Table 4.5- 92: Percentage of employees who reported that they need different specified ICT facilities to perform their duty in their daily work, according to Type of learning institution**

ICT FACILITIES	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Individual Computer	68.4	64.0	64.3	92.3	67.2
Shared computer	63.7	56.3	50.0	52.5	57.9
Private access to email	63.4	66.5	59.7	86.4	65.8
Common access to email	55.5	48.6	46.5	69.8	52.0
Access to internet	73.2	72.0	67.2	91.1	73.0
Others	3.1	4.4	4.3	3.6	3.9
Group Total	100	100	100	100	100
	12937	17772	4346	2204	37258

**Table 4.5- 93: Percentage distribution of employees using individual computers by whether they feel properly equipped to make full use of the potential of ICT at work place, according to Type of learning institution**

Do you feel properly equipped to make full use of the potential of ICT at work place?	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Yes	24.1	26.8	32.4	67.8	29.2
No, lack of skills	21.3	9.5	15.7	5.2	14.4
No, lack of enough equipment	29.8	44.2	34.1	19.0	35.9
No Lack of skills and equipment	24.7	19.5	17.9	8.1	20.6
Group Total	100	100	100	100	100
	5061	5815	1170	934	12980

## Section L. Earnings

Table 4.5- 94: Mean monthly earning (in thousands) by occupation and Type of learning institution

OCCUPATION	TYPE OF LEARNING INSTITUTION									
	Primary		Secondary		TVET		University		Group Total	
	Gross	net	Gross	net	Gross	net	Gross	net	Gross	net
Managers	136.7	109.0	147.2	113.2	222.9	168.4	622.4	421.4	185.8	140.2
Professionals	46.8	36.6	90.9	70.3	127.1	96.7	696.3	481.6	78.3	59.4
Technical and associate professionals			41.5	22.0	79.8	59.5	310.0	201.3	145.1	93.6
Clerical support workers	47.4	42.5	92.4	70.7	68.7	57.5	268.9	167.5	86.6	67.2
Services and sales workers	17.3	16.3	25.5	22.8	35.8	30.1	173.9	121.1	25.1	22.2
Skilled agricultural, forestry and fishery workers					25.3	23.7			25.3	23.7
Craft and related trade workers					56.3	36.4	90.0	83.0	59.3	40.6
Plant and machine operators and assemblers	50.0	50.0	166.1	124.5	80.2	67.9			115.9	91.9
Elementary occupations	20.7	19.4	22.6	20.9	23.1	21.1	23.2	22.7	22.1	20.5
Not stated					130.8	97.1			130.8	97.1
<b>TOTAL</b>	<b>48.0</b>	<b>37.9</b>	<b>77.8</b>	<b>60.9</b>	<b>95.3</b>	<b>73.8</b>	<b>647.1</b>	<b>444.8</b>	<b>76.0</b>	<b>58.1</b>

Table 4.5- 95: Percentage distribution of employees by the mode of their monthly payment, according to occupation

OCCUPATION	MODE OF PAYMENT							Group Total
	Paid to me directly/my bank	Paid to my spouse	Paid to my relatives	Paid to employment agent	Paid to school/TVET institute	Others	Not stated	
Managers	99.6				0.1	0.1	0.2	100 4104
Professionals	99.6	0.1	0.0	0.1		0.0	0.2	100 63801
Technical and associate professionals	100.0							100 199
Clerical support workers	100.0				0.1			100 1763
Services and sales workers	99.9							100 8703
Skilled agricultural, forestry and fishery workers	100.0							100 37
Craft and related trade workers	100.0							100 56
Plant and machine operators and assemblers	100.0							100 187
Elementary occupations	98.5				0.1		1.4	100 3634
Not stated							100.0	100 9
<b>Total</b>	<b>99.6</b>	<b>0.1</b>	<b>0.0</b>	<b>0.1</b>	<b>0.0</b>	<b>0.0</b>	<b>0.2</b>	<b>100 82494</b>

**Table 4.5- 96: Percentage distribution of employees by whether they have the other occupation, according to present occupation**

PRESENT OCCUPATION	Do you have another occupation / job/employment?					Group Total
	No	Yes, another employment	Yes, another business (self-employed)	Yes, farming	Not stated	
Managers	92.4	3.5	1.7	2.4	0.0	100.0 4161
Professionals	85.6	4.1	2.0	8.3	0.0	100.0 63807
Technical and associate professionals	96.3	3.7				100.0 137
Clerical support workers	89.4	3.1	0.2	7.3		100.0 1763
Services and sales workers	67.4	4.9	0.1	27.6		100.0 8703
Skilled agricultural, forestry and fishery workers	75.4	11.2		13.4		100.0 37
Craft and related trade workers	83.0			17.0		100.0 56
Plant and machine operators and assemblers	92.3		2.4	5.4		100.0 187
Elementary occupations	84.0	0.4	1.6	14.1		100.0 3634
Not stated				100.0	100.0	9
Row %	84.0	4.0	1.7	10.3	0.0	100.0 82494

**Table 4.5- 97: Percentage distribution of employees having another occupation by the type of second occupation, according to Type of learning institution**

SECOND OCCUPATION	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Managers	0.6	1.5	2.0	12.8	1.3
Professionals	6.2	16.2	24.3	32.7	11.1
Technicians and associates professionals	1.8		7.3	10.8	1.9
Clerical support workers	0.6	1.3	0.5		0.8
Service and sales workers	10.8	9.9	13.2	8.2	10.6
Skilled agricultural, forestry and fishery workers	71.0	62.2	37.6	10.4	64.7
Craft and related trade workers	3.0	1.3	8.3	5.2	2.9
Plant and machine operators and assemblers	0.6	1.3	0.5	1.7	0.8
Elementary occupation	4.0	4.1	3.3	1.9	3.9
Not stated	1.2	2.3	3.1	16.4	2.0
Group Total	100	100	100	100	100
	8026	3947	906	302	13182

**Table 4.5- 98: Mean annually gross income (in thousands) from the additional jobs by all additional occupation and Type of learning institution**

Second occupation	Type of learning institution				Total
	Primary	Secondary	TVET	University	
Managers	1950.0	336.0	3908.5	2744.2	1729.9
Professionals	519.8	1068.4	1089.3	3430.8	1043.2
Technicians and associates professionals	242.5		893.5	3399.4	840.3
Clerical support workers	400.0	100.0	2000.0		323.5
Service and sales workers	581.3	981.2	869.5	1206.7	726.9
Skilled agricultural, forestry and fishery workers	173.7	162.1	217.2	1364.3	176.4
Craft and related trade workers	4530.4	500.0	575.2	1083.1	3081.7
Plant and machine operators and assemblers	300.0	420.0	240.0	6000.0	613.7
Elementary occupation	255.4	619.6	432.4	6500.5	448.3
Not stated	140.0	1440.0	249.8	5042.7	899.1
Total	387.4	435.0	690.6	2997.7	473.6

## Section M: HIV/AIDS at workplace

**Table 4.5- 99: Percentage distribution of employees by whether their establishment have an HIV/AIDS policy , according to Type of learning institution**

Do you have an HIV / AIDS policy at workplace?	TYPE OF LEARNING INSTITUTION				Group Total
	Primary	Secondary	TVET	University	
Yes	91.2	86.9	81.3	46.3	88.0
No	5.8	6.6	9.0	34.5	7.0
Don't know	3.0	6.5	9.4	18.9	4.9
Missing value			0.3	0.3	0.03
Col %	100.0	100.0	100.0	100.0	100.0
Count	48298	27256	4719	2220	82494

**Table 4.5- 100: Percentage of employees who reported their establishments have HIV policy by provided services, according to Type of learning institution**

PROVIDED SERVICES	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
VCT services	93.1	91.9	90.5	93.5	92.6
Free ARVs for HIV+ workers	9.2	8.1	5.6	8.7	8.7
Free condom distribution	9.7	9.8	7.0	50.2	10.2
Free food for HIV+ workers	2.9	3.9	2.7	1.6	3.2
Equal rights	65.6	60.1	58.6	56.2	63.3
Others	16.7	15.2	17.2	6.1	16.1
Total	44045	23687	3835	1029	72595

## Section N: Job search and candidate preferences

**Table 4.5- 101: Percentage distribution of employees by whether they are looking for a different job, according to Type of learning institution**

ARE LOOKING FOR A DIFFERENT JOB	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Yes	8.5	20.5	25.6	8.9	13.5
No	91.5	79.5	74.2	90.6	86.5
Not stated			0.2	0.5	0.0
Group Total	100	100	100	100	100
	48298	27256	4719	2220	82494

**Table 4.5- 102: Percentage distribution of employees who are looking for a different job by their current occupation, according to the first priority targeted occupation**

FIRST PRIORITY TARGETED OCCUPATION	CURRENT OCCUPATION							Group Total		
	Managers	Professionals	Technician and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	Row %	Count
Managers	3.6	93.2		2.7	0.5				100.0	2043
Professionals	12.6	81.4		3.7	2.3				100.0	3880
Technicians and associates professionals	1.3	95.4	0.2	0.2	2.8				100.0	1946
Clerical support workers	1.4	93.2		4.2	1.2				100.0	366
Service and sales workers		55.5	0.4	0.4	35.6			8.3	100.0	1427
Skilled agricultural, forestry and fishery workers		100.0							100.0	115
Craft and related trade workers		70.9			4.5	1.4		23.2	100.0	324
Plant and machine operators and assemblers		63.2			35.5	1.3			100.0	349
Elementary occupation		40.1			40.2			19.7	100.0	286
Not stated	15.2	65.1	1.6		16.6		1.5		100.0	364
Total	5.8	80.8	0.1	2.0	8.8	0.1	0.0	2.2	100.0	11099

**Table 4.5- 103: Percentage distribution of employees who are looking for a different job by their current occupation, according to the second priority targeted occupation**

FIRST PRIORITY TARGETED OCCUPATION	CURRENT OCCUPATION					Group Total	
	Managers	Professionals	Clerical support workers	Services and sales workers	Elementary occupations	Row %	Count
Managers	8.7	91.3				100.0	1264
Professionals	14.2	79.0	2.8	0.3	3.7	100.0	1802
Technicians and associates professionals	0.6	97.1		2.3		100.0	823
Clerical support workers		96.4	3.6			100.0	130
Service and sales workers	1.4	72.1	1.5	17.4	7.6	100.0	694
Skilled agricultural, forestry and fishery workers		100.0				100.0	50
Craft and related trade workers		25.8		74.2		100.0	75
Plant and machine operators and assemblers		95.5			4.5	100.0	110
Elementary occupation				66.1	33.9	100.0	15
Armed forces occupation				100.0		100.0	45
<b>TOTAL</b>	<b>7.6</b>	<b>83.4</b>	<b>1.3</b>	<b>5.1</b>	<b>2.6</b>	<b>100.0</b>	<b>5008</b>

**Table 4.5- 104: Percentage of employees who reported that they are looking for a different job by used means to search for it, according to targeted occupation**

USED MEANS TO SEARCH FOR A JOB	TARGETED OCCUPATION								Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Word of mouth/family/friends	79.9	69.5	100.0	25.4	90.9	100.0	100.0	98.0	71.8
Unsolicited / passing-by	2.5	11.2		9.1	24.5	100.0		49.2	12.7
Internet, media	89.0	81.2	66.2	72.9	32.6		100.0		75.3
LMIS	24.3	11.4	38.1	2.1	5.6				11.2
Job agents / bureaus	10.9	12.1		4.5	11.9			26.8	12.1
Training institutions		8.5	33.8	2.4	11.3	50.0			8.0
Other	8.5	4.9		24.4	12.8			2.0	6.1
<b>Group Total</b>	<b>648</b>	<b>8968</b>	<b>15</b>	<b>225</b>	<b>979</b>	<b>9</b>	<b>5</b>	<b>249</b>	<b>11099</b>

**Table 4.5- 105: Percentage of employees who reported that they are looking for a different job by used means to search for it, according to Type of learning institution**

USED MEAN TO SEARCH FOR A JOB	TYPE OF LEARNING INSTITUTION				Total
	Primary	Secondary	TVET	University	
Word of mouth/family/friends	74.9	68.7	74.9	77.2	71.8
Unsolicited / passing-by	12.6	12.2	14.9	16.5	12.7
Internet, media	59.2	86.2	77.3	86.9	75.3
LMIS	5.9	14.8	12.1	16.5	11.2
Job agents / bureaus	11.5	12.6	12.6	8.2	12.1
Training institutions	4.1	10.9	8.5	5.1	8.0
Other	11.8	1.7	7.2	5.4	6.1
Group Total	100	100	100	100	100
	4101	5592	1209	197	11099

**Table 4.5- 106: Percentage distribution of employees by whether they want to move away from their current place of residence to search for a different job, according to their current occupation**

CURRENT OCCUPATION	Do you want to move away from your current residence to search for a new job?			Group Total	
	Yes	No	Not stated		
Managers	81.5	18.5		100	4104
Professionals	77.8	22.2	0.0	100	63801
Technical and associate professionals	91.2	8.8		100	199
Clerical support workers	77.6	22.4		100	1763
Services and sales workers	65.7	34.3		100	8703
Skilled agricultural, forestry and fishery workers	100.0			100	37
Craft and related trade workers	83.0	17.0		100	56
Plant and machine operators and assemblers	70.9	29.1		100	187
Elementary occupations	64.4	35.6		100	3634
Not stated			100.0	100	9
Total	76.1	23.9	0.0	100	82494

**Table 4.5- 107: Percentage distribution of employees by whether they want to move away from their current place of residence to search for a different job, according to Type of learning institution.**

TYPE OF LEARNING INSTITUTION	Do you want to move away from your current residence to search for a new job?			Group Total	
	Yes	No	Not stated		
Primary	72.7	27.3		100	48298
Secondary	81.2	18.8		100	27256
TVET	81.7	18.1	0.2	100	4719
University	74.5	25.0	0.5	100	2220
Total	76.1	23.9	0.0	100	82494

**Table 4.5- 108: Percentage distribution of employees willing to change their current residence by reason, according to their current occupation**

CURRENT OCCUPATION	Why are you willing to						Group Total	
	Better salary/ rel benefits	Better working conditions	Exposure	Security	Other	Not stated		
Managers	74.3	17.4	0.1	4.6	3.4	0.1	100	3346
Professionals	74.8	18.5	0.1	1.5	4.8	0.2	100	49612
Technical and associate professionals	93.9	3.1		3.0			100	181
Clerical support workers	84.0	10.9			5.1		100	1369
Services and sales workers	83.2	12.6	0.2	1.8	2.1	0.2	100	5715
Skilled agricultural, forestry and fishery workers	74.1				25.9		100	37
Craft and related trade workers	90.3	9.7					100	47
Plant and machine operators and assemblers	93.2	6.8					100	133
Elementary occupations	91.9	7.9		0.2			100	2342
Total	76.5	17.3	0.1	1.6	4.3	0.2	100	62781

**Table 4.5- 109: Percentage distribution of employees willing to change their current residence by reason, according to Type of learning institution**

CURRENT OCCUPATION	REASON TO MOVE AWAY FOR A DIFFERENT JOB						Group Total	
	Better salary/ rel benefits	Better working conditions	Exposure	Security	Other	Not stated		
Primary	75.7	17.0	0.1	1.8	5.1	0.3	100	35133
Secondary	77.3	18.1		1.3	3.3		100	22140
TVET	77.9	16.6	0.4	1.6	3.0	0.5	100	3854
University	81.4	14.7	1.2	0.6	2.0		100	1653
Total	76.5	17.3	0.1	1.6	4.3	0.2	100	62781

**Table 4.5- 110: Percentage distribution of employees willing to change their current residence by the place they want to move to for a different job, according to their current occupation**

TYPE OF LEARNING INSTITUTION	PLACE TO MOVE TO FOR A DIFFERENT JOB						Group Total	
	within Rwanda	Other EAC countries	Other African countries/Rest of Africa	Out of Africa	Anywhere	Not stated		
Managers	34.5	11.5	3.2	1.8	46.8	2.1	100	3346
Professionals	41.7	8.4	0.7	1.4	47.1	0.7	100	49612
Technical and associate professionals	40.0	2.8			57.3		100	181
Clerical support workers	47.0	0.2	0.3	4.0	48.5		100	1369
Services and sales workers	51.6	4.1	0.1	2.0	41.3	1.0	100	5715
Skilled agricultural, forestry and fishery workers	62.9				37.1		100	37
Craft and related trade workers	39.1	9.7			51.2		100	47
Plant and machine operators and assemblers	48.2	37.6			14.1		100	133
Elementary occupations	63.7	4.8			31.5		100	2342
Total	43.2	7.9	0.8	1.5	46.0	0.7	100	62781

**Table 4.5- 111: Percentage distribution of employees willing to change their current residence by the place they want to move to for a different job, according to Type of learning institution**

CURRENT OCCUPATION AND TYPE OF LEARNING INSTITUTION	PLACE TO MOVE TO FOR A DIFFERENT JOB						Group Total
	within Rwanda	Other EAC countries	Other African countries/Rest of Africa	Out of Africa	Anywhere	Not stated	
Primary	47.5	8.3	0.7	1.6	40.9	0.9	100
Secondary	39.4	7.9	0.6	1.1	50.4	0.5	100
TVET	38.2	5.8	1.6	2.0	51.9	0.5	100
University	12.6	2.9	1.5	3.4	79.7		100
Total	43.2	7.9	0.8	1.5	46.0	0.7	100
							62781

**Table 4.5- 112: Percentage distribution of employees who do not want to move away by the first important reason, according to the current occupation**

CURRENT OCCUPATION	If you don't want to move, please indicate why.								Group Total
	Family / dependents /friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated	
Managers	47.7	1.4	15.6	0.9	13.2	2.4	21.1	0.1	100
Professionals	70.1	1.2	6.8	0.7	7.5		11.3		100
Technical and associate professionals	100.0								18
Clerical support workers	57.8		1.3						100
Services and sales workers	66.6		5.7	1.9					394
Craft and related trade workers	52.4		47.6						100
Plant and machine operators and assemblers	100.0								10
Elementary occupations	60.4	0.4	0.4						55
Total	67.9	0.9	6.5	0.8	7.4	3.3	13.1	0.1	100
									1292
									19692

**Table 4.5- 113: Percentage distribution of employees who do not want to move away by the first important reason, according to the current occupation**

TYPE OF LEARNING INSTITUTION	If you don't want to move, please indicate why.								Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated		
Primary	71.8	0.4	7.1	0.8	6.5	3.3	10.1		100	13165
Secondary	60.0	2.0	4.8	0.9	10.6	3.9	17.9		100	5116
TVET	63.8	0.5	6.7	1.3	7.2	1.2	18.2	1.1	100	855
University	55.9	4.2	4.8	1.3		0.9	31.9	0.9	100	555
Total	67.9	0.9	6.5	0.8	7.4	3.3	13.1	0.1	100	19692

**Table 4.5- 114 : Percentage distribution of employees who do not want to move away by the second important reason, according to the current occupation**

CURRENT OCCUPATION	If you don't want to move, please indicate why.								Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated		
Managers	30.2	1.5	19.9		14.0		34.3		100	357
Professionals	16.1	9.9	20.9	4.9	12.9	11.3	23.9		100	8506
Technical and associate professionals			71.6				28.4		100	18
Clerical support workers	19.2	37.0	25.2	20.0	19.2	22.8	1.7		100	286
Services and sales workers	17.2	7.9		100.0	16.9	2.9	10.0		100	2203
Craft and related trade workers									100	10
Plant and machine operators and assemblers									100	50
Elementary occupations	7.5	6.9	16.8	6.4	38.3	6.3	17.8		100	866
Total	16.1	9.7	21.3	7.5	15.5	9.3	20.7		100	12294

**Table 4.5- 115: Percentage distribution of employees who do not want to move away by the second important reason, according to the type of learning institution**

TYPE OF LEARNING INSTITUTION	If you don't want to move, please indicate why.							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Primary	12.7	9.8	22.1	7.0	16.5	9.9	21.9	100	8066
Secondary	23.7	8.5	18.9	8.1	14.9	8.1	17.8	100	3543
TVET	16.9	7.4	17.7	13.8	11.4	14.1	18.7	100	406
University	15.6	22.8	30.8	4.3		1.8	24.7	100	279
Total	16.1	9.7	21.3	7.5	15.5	9.3	20.7	100	12294

**Table 4.5- 116: Percentage distribution of employees who do not want to move away by the third important reason, according to the current occupation**

CURRENT OCCUPATION	If you don't want to move, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Managers	30.2	1.5	19.9		14.0		34.3	100	47
Professionals	16.1	9.9	20.9	4.9	12.9	11.3	23.9	100	94
Technical and associate professionals			71.6				28.4	100	166
Clerical support workers	19.2	37.0			19.2	22.8	1.7	100	45
Services and sales workers	17.2	7.9	25.2	20.0	16.9	2.9	10.0	100	177
Craft and related trade workers				100.0				100	46
Plant and machine operators and assemblers			100.0					100	50
Elementary occupations	7.5	6.9	16.8	6.4	38.3	6.3	17.8	100	384
Total	16.1	9.7	21.3	7.5	15.5	9.3	20.7	100	1009

**Table 4.5- 117: Percentage distribution of employees who do not want to move away by the third important reason, according to the type of learning institution**

TYPE OF LEARNING INSTITUTION	If you don't want to move, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Primary	12.7	9.8	22.1	7.0	16.5	9.9	21.9	100	111
Secondary	23.7	8.5	18.9	8.1	14.9	8.1	17.8	100	606
TVET	16.9	7.4	17.7	13.8	11.4	14.1	18.7	100	196
University	15.6	22.8	30.8	4.3	1.8	24.7	100	95	
Total	16.1	9.7	21.3	7.5	15.5	9.3	20.7	100	1009

**Table 4.5- 118: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the first important reason, according to the current occupation**

CURRENT OCCUPATION	If you only want to move within Rwanda or within EAC, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Managers	62.6	6.2	3.6	3.6	9.8	10.6	3.6	100	1541
Professionals	59.5	9.6	2.9	3.6	11.1	4.4	8.0	100	24841
Technical and associate professionals	100.0							100	77
Clerical support workers	59.8							100	646
Services and sales workers	43.0	10.2	1.6	0.5	7.0	4.1	3.4	100	3182
Skilled agricultural, forestry and fishery workers	62.5	17.8		27.2	10.4	7.7	17.8	100	23
Craft and related trade workers	20.3							100	23
Plant and machine operators and assemblers	100.0							100	114
Elementary occupations	72.4	4.9		79.7	5.0		0.3	100	1604
Total	58.9	9.0	2.6	6.6	10.5	3.9	7.4	100	32053

**Table 4.5- 119: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the first important reason, according to the type of learning institution**

TYPE OF LEARNING INSTITUTION	If you only want to move within Rwanda or within EAC, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated	
Primary	56.8	9.3	2.3	6.7	10.6	4.9	8.6	0.8	100 19609
Secondary	62.3	8.9	3.3	6.1	10.6	2.3	5.2	1.4	100 10492
TVET	60.9	7.1	1.0	8.9	10.0	3.1	6.7	2.2	100 1697
University	63.7	2.3	5.9	2.0	2.0	2.0	17.5	4.8	100 255
Total	58.9	9.0	2.6	6.6	10.5	3.9	7.4	1.1	100 32053

**Table 4.5- 120: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the second important reason, according to the current occupation**

CURRENT OCCUPATION	If you only want to move within Rwanda or within EAC, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Managers	27.5	38.0	0.6	5.4	0.5	15.7	12.3	100	929
Professionals	16.7	28.1	8.0	11.8	12.3	10.8	12.3	100	17915
Technical and associate professionals		15.5		7.0	77.5			100	72
Clerical support workers	11.5	59.5	1.0	3.9	12.6	10.5	1.2	100	435
Services and sales workers	11.9	18.3	2.3	28.7	29.3	5.0	4.4	100	2587
Skilled agricultural, forestry and fishery workers				100.0				100	13
Craft and related trade workers		19.9		20.3	59.8			100	23
Plant and machine operators and assemblers		12.3		47.9	39.9			100	114
Elementary occupations	5.0	17.3	8.3	26.5	29.5	9.3	4.1	100	1341
Total	15.7	27.3	6.9	14.3	15.1	10.2	10.6	100	23429

**Table 4.5- 121: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the second important reason, according to the type of learning institution**

TYPE OF LEARNING INSTITUTION	If you only want to move within Rwanda or within EAC, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Primary	16.8	27.6	7.1	14.1	14.9	10.4	9.2	100	14683
Secondary	13.7	26.8	6.1	13.8	15.5	10.2	14.0	100	7501
TVET	14.9	24.4	9.8	21.5	16.1	6.8	6.4	100	1123
University	18.9	39.2		8.2	8.2	4.5	21.1	100	122
Total	15.7	27.3	6.9	14.3	15.1	10.2	10.6	100	23429

**Table 4.5- 122: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the third important reason, according to the current occupation**

CURRENT OCCUPATION	If you only want to move within Rwanda or within EAC, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other (specify)	Row %	Count
Managers									
Professionals	10.8	12.1	7.5	16.8	12.2	21.2	19.3	100.0	8667
Technical and associate professionals									
Clerical support workers	17.1		52.3		47.7			100.0	10
Services and sales workers	12.0	3.6	3.4	12.5	32.1	28.7	7.7	100.0	265
Skilled agricultural, forestry and fishery workers			47.4		52.6			100.0	9
Craft and related trade workers	75.0		58.0		4.1	18.9	1.9	100.0	1727
Plant and machine operators and assemblers			17.2		32.1	25.0		100.0	55
Elementary occupations	1.3	12.3	1.2	34.0	8.9	33.5	8.9	100.0	813
Total	10.3	10.7	8.9	16.9	14.4	22.6	16.3	100.0	11830

**Percentage distribution of employees who want to move inside Rwanda or in EAC only by the third important reason, according to the type of learning institution**

TYPE OF LEARNING INSTITUTION	If you only want to move within Rwanda or within EAC, please indicate why							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorisation	Other (specify)	Row %	Count
Primary	12.5	12.6	7.3	18.5	14.5	20.0	14.4	100.0	7466
Secondary	6.3	6.4	11.0	14.1	13.0	28.8	20.4	100.0	3707
TVET	7.3	13.2	12.4	14.9	21.2	17.2	13.9	100.0	611
University		10.8	45.0		21.6	10.8	11.8	100.0	46
Total	10.3	10.7	8.9	16.9	14.4	22.6	16.3	100.0	11830

## 4.6: Informal sector employees' module

### Section A. General Information on Employees

Table 4.6- 1: Percentage distribution of employees by sex

PROVINCE	Sex		Total	
	Female	Male		
Kigali city	35.6	64.4	100	1108
Southern Province	31.9	68.1	100	755
Western Province	28.2	71.8	100	638
Northern Province	30.7	69.3	100	841
Eastern Province	41.7	58.3	100	669
<b>Total</b>	<b>33.7</b>	<b>66.3</b>	<b>100</b>	<b>4012</b>

Table 4.6- 2: Percentage distribution of employees by sex and age group

Age group	M2:A020 Sex		Group Total
	Female	Male	
15-19	9.3	12.1	11.2
20-24	25.3	30.5	28.7
25-29	21.6	25.7	24.3
30-34	17.0	13.7	14.8
35-39	11.0	5.9	7.6
40-44	7.4	4.1	5.2
45-49	3.8	3.3	3.4
50-55	2.3	2.6	2.5
55 and above	1.8	1.6	1.7
Not Specified	0.6	0.6	0.6
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>100.0</b>
	<b>1353</b>	<b>2659</b>	<b>4012</b>

**Table 4.6- 3: Percentage distribution of employees by marital status**

PROVINCE	Marital status					Group Total	
	Single / Never married	Married	Separated	Divorced	Widowed		
Kigali city	59.9	38.5	0.6	0.4	0.6	100	1108
Southern Province	45	53.1	0.3	0.4	1.3	100	755
Western Province	50.1	48.3	0.7	0.3	0.7	100	638
Northern Province	45.4	54.1	0.3	0.2	0.4	100	841
Eastern Province	52.9	46	0.6	0.1	0.4	100	669
<b>Total</b>	<b>51.3</b>	<b>47.3</b>	<b>0.5</b>	<b>0.2</b>	<b>0.6</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 4: Percentage distribution of employees by nationality**

PROVINCE	Nationality							Group Total	
	Burundian	Kenyan	Rwandan	Tanzanian	Ugandan	The rest of Africa	The rest of the world		
Kigali city	0.5	0.8	97.4		0.4	0.9	0.1	100	1108
Southern Province	0.5	0.4	99.0			0.1		100	755
Western Province	0.5	1.3	97.5	0.2		0.6		100	638
Northern Province	0.1	0.7	98.1	0.1	0.1	0.8	0.1	100	841
Eastern Province	0.3	0.7	98.5		0.2	0.3		100	669
<b>Total</b>	<b>0.4</b>	<b>0.7</b>	<b>98.1</b>	<b>0.0</b>	<b>0.2</b>	<b>0.6</b>	<b>0.0</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 5: Percentage distribution of employees by whether they have disability or not**

PROVINCE	Do you have any disability?		Group Total	
	Yes	No		
Kigali city	1.2	98.8	100	1108
Southern Province	1.6	98.4	100	755
Western Province	2.5	97.5	100	638
Northern Province	1.3	98.7	100	841
Eastern Province	1.4	98.6	100	669
<b>Total</b>	<b>1.5</b>	<b>98.5</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 6: Percentage distribution of employees who have disability by the type of disability**

PROVINCE	Type of disability						Group Total	
	Hearing (deaf, hard of hearing)	Communicating (speech impairment)	Other Physic. Disability	Intellectual/mental problem	Emotional (behavioral, psycholog.)	Other		
Kigali city			92.9			7.1	100	13
Southern Province	15.1		69.3	7.8	7.8		100	12
Western Province	11.4		88.6				100	16
Northern Province	8.3	8.5	66.6		8.5	8.1	100	11
Eastern Province			80.8	9.8	9.4		100	9
<b>Total</b>	<b>7.4</b>	<b>1.5</b>	<b>80.7</b>	<b>3.0</b>	<b>4.4</b>	<b>3.0</b>	<b>100</b>	<b>62</b>

## Section B. Nature of current employment

Table 4.6- 7: Percentage distribution of employees by occupation

EMPLOYEE BY OCCUPATION	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Managers	3.2	3.6	2.8	1.9	2.6	2.8
Professionals	1.1	1.8	1.9	1.0	1.8	1.5
Technical and associate professionals	1.1	0.6	1.5	1.3	1.0	1.1
Clerical support workers	2.3	0.9	1.7	0.9	2.4	1.7
Services and sales workers	64.1	53.4	49.6	48.4	62.1	56.2
Skilled agricultural, forestry and fishery workers	0.3	0.4	0.3	0.3		0.3
Craft and related trade workers	17.2	12.8	19.6	28.6	19.4	19.5
Plant and machine operators and assemblers	1.6	4.6	12.3	2.6	1.6	4.1
Elementary occupations	9.0	21.7	10.3	14.8	9.2	12.8
Not stated		0.1		0.2		0.1
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

Table 4.6- 8: Percentage distribution of employees by the nature of employment contract

Nature of Employment Contract	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Permanent worker	86.3	84.9	85.0	73.8	88.4	83.6
Temporary worker	8.9	8.2	5.9	13.1	9.7	9.3
Casual worker	0.1	0.4	0.1	0.5	0.4	0.3
Seasonal worker	0.2	1.0	0.9	0.3	0.1	0.5
Daily worker	4.1	4.7	6.5	11.4	1.3	5.7
Other (specify)	0.4	0.8	1.4	0.7		0.6
Not stated			0.2		0.1	0.0
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

**Table 4.6- 9: Percentage distribution of employees by the type of employment contract**

Type of contract of your main employment	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Written contract	5.5	9.5	11.8	6.7	6.5	7.7
Oral contract	57.0	43.9	46.1	62.0	55.9	53.7
No contract	36.5	45.8	41.1	30.3	36.8	37.7
Do not know / not sure			0.3	0.1	0.4	0.1
Other (specify)	0.9	0.8	0.7	1.0	0.3	0.8
Not stated					0.1	0.0
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

**Table 4.6- 10: Percentage of employees by their experience in current establishment**

YEARS OF EXPERIENCE	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Less than 1 year	53.9	42.1	37.0	38.1	47.7	44.7
1-2	23.3	34.2	34.3	31.4	26.0	29.3
3-4	13.8	12.8	14.8	14.1	15.1	14.0
5-7	5.2	6.3	6.3	6.3	4.3	5.7
8-10	2.2	2.5	2.2	3.6	3.5	2.8
11-13	1.3	1.5	3.4	3.0	2.1	2.1
14+	0.3	0.5	1.4	3.3	1.3	1.3
Not stated		0.1	0.4	0.2	0.1	0.2
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

**Table 4.6- 11: Percentage distribution of employees by whether their current job matches their skills/education**

Does your current job matches your skills / received trainings/studies?	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Yes	76.0	57.9	53.4	60.9	62.4	63.6
No (other job than qualification)	11.9	13.0	21.9	17.1	9.9	14.4
No (lower level than qualification)	3.5	6.3	8.2	5.6	7.6	5.9
No (higher level than qualification)	0.9	1.8	0.7	0.8	0.6	1.0
Not applicable (no training)	7.8	20.7	15.4	15.6	19.5	15.0
Not stated		0.3	0.3	0.1		0.1
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

**Table 4.6- 12: Percentage distribution of employees by whether the current employment is the first one**

PROVINCE	Is this your first employment in Rwanda?		Group Total	
	Yes	No		
Kigali city	57.3	42.7	100	1108
Southern Province	64.5	35.5	100	755
Western Province	67.5	32.5	100	638
Northern Province	64.5	35.5	100	841
Eastern Province	68.4	31.6	100	669
<b>TOTAL</b>	63.6	36.4	100	4012

**Table 4.6- 13: Percentage distribution of employees who worked in other establishment before by the type of establishment they previously worked for.**

Establishment worked for before joining current Employer	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Ministry and other Public institutions	5.0	12.7	6.7	8.2	9.6	8.0
Parastatal	0.6	1.8	0.9	0.9	1.3	1.0
Company	86.8	70.6	82.1	79.0	80.4	80.6
Co-operative	1.7	5.7	4.7	4.1	4.4	3.8
NGO/CSO/CBO	3.1	0.9		2.1	1.7	1.9
Other (specify)	2.7	8.0	5.5	5.3	2.1	4.5
Not stated		0.4		0.3	0.5	0.2
<b>Group Total</b>	100	100	100	100	100	100
	474	268	207	298	212	1459

**Table 4.6- 14: Percentage distribution of employees who worked in other establishment before by employment status in their previous job.**

PROVINCE	What was your employment status?					Group Total	
	Own account worker	Employer	Employee	Unpaid family worker	Not stated		
Kigali city	18.7	1.7	76.8	2.4	0.4	100	474
Southern Province	27.6	2.8	64.6	4.2	0.8	100	268
Western Province	27.0	5.3	67.3	0.5		100	207
Northern Province	34.3	2.1	63.0	0.3	0.3	100	298
Eastern Province	28.5	0.9	69.3	0.4	0.9	100	212
<b>Total</b>	26.1	2.4	69.3	1.8	0.5	100	1459

**Table 4.6- 15: Percentage distribution of employees who worked in other establishment before by the economic activity of the establishment they previously worked for**

ECONOMIC ACTIVITY OF PREVIOUS ESTABLISHMENT	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Agriculture, forestry and fishing	5.0	14.4	12.5	18.5	14.6	11.9
Mining and quarrying	0.2		1.4	3.1		0.9
Manufacturing	10.0	17.2	18.1	16.3	10.9	13.9
Electricity, gas and air conditioning supply	0.2	0.4	0.4	0.9		0.4
Water supply, gas and remediation services	0.2		0.9	0.3		0.3
Construction	4.7	5.6	5.0	4.9	4.7	5.0
Wholesale and retail trade, repair of motor vehicles and mot	25.0	19.1	18.0	14.2	18.6	19.8
Accommodation and food services	4.0	2.1	4.1	2.2	3.5	3.2
Transportation and storage	17.5	12.3	18.4	9.8	20.3	15.5
Information and communication	0.8	0.7	0.9	0.3	1.1	0.7
Financial and insurance activities			0.4	0.6		0.2
Professional scientific and technical activities	3.4	2.8	3.7	4.7	5.5	3.9
Administrative and support services activities	2.5	2.5	0.5	2.5	0.4	1.9
Public administration and defense, compulsory social security	3.8	3.5	0.9	2.1	4.4	3.1
Education	2.3	5.3	1.8	3.0	4.8	3.3
Human health and social work activities	1.5	1.4	0.9	0.6	1.3	1.2
Arts, entertainment and recreation	1.3	0.3	0.4	0.6	0.4	0.7
Other services activities	12.4	7.1	10.2	11.9	5.2	10.0
Activities of households as employers, undifferentiated good	4.5	4.8	1.5	2.4	2.2	3.4
Activities of extraterritorial organizations and bodies	0.4				1.3	0.3
Not stated	0.2	0.4		0.9	0.9	0.5
<b>Group Total</b>	100	100	100	100	100	100
	474	268	207	298	212	1459

**Table 4.6- 16: Percentage distribution of employees who worked in other establishment before by their occupation in the establishment they previously worked for**

OCCUPATION IN PREVIOUS ESTABLISHMENT	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Managers	2.7	1.4	1.8	1.5	1.8	2.0
Professionals	4.1	4.9	2.7	4.0	8.1	4.6
Technical and associate professionals	1.3	1.4	3.2	0.6	2.2	1.6
Clerical support workers	2.5	2.9	1.9	1.5	1.1	2.1
Services and sales workers	51.7	41.2	40.5	25.1	34.0	40.1
Skilled agricultural, forestry and fishery workers	4.3	9.3	11.9	16.5	12.4	10.0
Craft and related trade workers	14.5	16.0	22.7	25.3	19.1	18.8
Plant and machine operators and assemblers	3.1	5.6	4.1	0.9	4.0	3.4
Elementary occupations	14.6	14.7	10.7	21.5	13.9	15.4
Armed forces occupations	1.3	2.4	0.5	2.5	3.1	1.9
Not stated		0.4		0.6	0.5	0.3
<b>Group Total</b>	100	100	100	100	100	100
	474	268	207	298	212	1459

**Table 4.6- 17: Percentage distribution of employees who worked in other establishment before by previous occupation, according to current occupation**

PREVIOUS OCCUPATION	CURRENT OCCUPATION								Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	
Managers	7.0	12.1		3.4	2.0		1.0	1.7	
Professionals	9.6	40.5	19.8	10.1	4.9		1.8	1.7	
Technical and associate professionals	2.8	11.9		3.7	1.5		1.3	1.5	1.6
Clerical support workers	1.5			39.1	1.7		0.8		1.7
Services and sales workers	42.7	7.8	30.1	21.6	54.3	34.7	16.2	14.2	26.8
Skilled agricultural, forestry and fishery workers	6.9	7.8	19.7	4.1	12.4		4.6	23.5	4.8
Craft and related trade workers	17.0	4.2	9.8	7.5	7.8	30.6	61.7	19.2	6.1
Plant and machine operators and assemblers	4.4	3.9	10.7		3.0	34.7	1.1	26.5	0.5
Elementary occupations	6.7	7.7	10.0	10.5	10.5		9.4	8.4	56.2
Armed forces occupations	1.4	4.0			1.7		1.7	3.2	2.8
Not specified					0.1		0.3		1.1
Col %	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
Count	68	24	9	27	821	3	279	56	172
									1459

**Table 4.6- 18: Percentage distribution of employees who worked in other establishment before by working experience in the previous establishment.**

WORKING EXPERIENCE (IN YEARS)	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Less than 1 year	18.4	15.1	15.2	12.7	12.9	15.4
1-2	31.3	33.2	32.0	25.1	38.4	31.5
3-4	22.2	21.4	20.8	18.2	14.3	19.9
5-7	14.1	13.4	16.3	13.8	15.5	14.4
8-10	7.6	8.7	4.0	12.9	8.2	8.5
11-13	2.1	2.1	4.0	3.9	2.2	2.8
14+	4.0	5.3	5.3	12.7	7.6	6.7
Not stated	0.2	0.7	2.3	0.6	0.9	0.8
<b>Group Total</b>	100	100	100	100	100	100
	474	268	207	298	212	1459

**Table 4.6- 19: Percentage distribution of employees who worked in other establishment before by reason for leaving the previous employment**

MAIN REASON OF LEAVING PREVIOUS JOB	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Under payment	27.2	15.2	24.3	16.2	18.8	21.1
Late payment	1.5	2.7	1.4	2.1	1.7	1.9
Physical/social harassment	1.0	0.3	1.8	0.6	0.4	0.9
Poor working conditions	22.0	20.8	20.6	25.1	17.8	21.6
Marital/family commitments	13.6	23.5	14.5	16.9	25.0	17.9
Going back to school/training	2.3	1.4	0.9	3.4	3.4	2.3
Restructuring	11.8	16.8	6.8	7.4	7.5	10.5
Others (specify)	20.5	19.0	29.7	28.0	24.9	23.7
Not stated		0.4		0.3	0.5	0.2
<b>Group Total</b>	100	100	100	100	100	100
	474	268	207	298	212	1459

**Table 4.6- 20: Other reasons" for leaving previous employment**

<b>Others reasons</b>	<b>Number</b>	<b>Percentage</b>
Still holding the job	46	13.3
Termination of contract	52	15.0
Close of the business	145	41.8
Illness/Oldness	23	6.6
Faired out	21	6.1
Start own business	10	2.9
Others	50	14.4
<b>Grand Total</b>	<b>347</b>	<b>100</b>

**Table 4.6- 21: Mean service period (years) of previous experience in different organisations**

<b>TYPE OF INSTITUTION</b>	<b>PROVINCE</b>					<b>Group Total</b>
	<b>Kigali city</b>	<b>Southern Province</b>	<b>Western Province</b>	<b>Northern Province</b>	<b>Eastern Province</b>	
Ministry and other public institutions	0.6	1.0	0.5	0.7	0.5	0.7
Parastatal	0.1	0.1	0.2	0.1	0.2	0.1
Company	5.8	5.0	4.8	7.4	5.7	5.8
Co-operative	0.2	0.5	0.5	0.8	0.3	0.4
NGO/CSO/CBO	0.1	0.0	0.0	0.0	0.0	0.1
Other	0.3	0.7	0.1	0.3	0.3	0.3
<b>Total experience</b>	<b>7.0</b>	<b>7.4</b>	<b>6.2</b>	<b>9.4</b>	<b>6.9</b>	<b>7.4</b>

**Table 4.6- 22: Percentage distribution of employees who worked in other establishment before by whether their previous job matched their education**

<b>PROVINCE</b>	<b>Did your first job match your education?</b>			<b>Group Total</b>	
	<b>Yes</b>	<b>No</b>	<b>Not stated</b>		
Kigali city	69.6	30.1	0.3	100	474
Southern Province	54.4	44.8	0.7	100	268
Western Province	42.4	57.6		100	207
Northern Province	55.1	44.3	0.6	100	298
Eastern Province	59.5	40.1	0.5	100	212
<b>Total</b>	<b>58.5</b>	<b>41.1</b>	<b>0.4</b>	<b>100</b>	<b>1459</b>

**Table 4.6- 23: Percentage distribution of employees by their highest level of education when they first entered the labour market**

Highest level of education when you first enter the labour market	PROVINCE					Group Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
No education	22.2	32.7	35.0	32.1	30.2	29.6
Primary	45.6	47.3	46.3	52.5	49.7	48.2
Vocational training/Tronc commun/A3/TVET ...	17.9	14.0	11.6	11.7	12.6	14.0
Secondary	12.7	5.4	7.0	3.5	7.4	7.6
Tertiary	1.3	0.5	0.1	0.1	0.2	0.5
Missing value	0.3	0.1		0.1		0.1
Col %	100.0	100.0	100.0	100.0	100.0	100.0
Count	1108	755	638	841	669	4012

**Table 4.6- 24: Percentage distribution of employees with at least post primary education by year of graduation before entering the labour market for the first time**

GRADUATION INTERVAL YEARS BEFORE ENTERING THE LABOUR MARKET	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
2008-2012	41.3	37.4	43.0	39.1	43.4	40.9
2003-2007	29.8	25.3	33.5	24.0	29.4	28.7
1998-2002	9.1	10.4	7.0	9.5	10.2	9.3
1993-1997	5.3	5.0	6.3	10.9	5.1	6.2
1988-1992	5.1	4.9	3.2	5.9	4.6	4.9
1983-1987	3.1	7.8	2.3	6.3	3.9	4.4
Below 1983	3.2	5.7	2.3	2.8	1.3	3.2
Not stated	3.1	3.5	2.4	1.4	2.0	2.7
<b>Group Total</b>	100	100	100	100	100	100
	356	152	119	129	135	892

**Table 4.6- 25: Percentage distribution of employees by the time it took them to find their first job after turning 15 years old**

HOW LONG IT TOOK TO FIND THE FIRST JOB AFTER REACHING 15 YEARS OLD	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Less than 1 year	50.8	59.5	35.0	40.2	39.2	45.8
1 year	11.4	10.0	12.0	10.7	14.6	11.6
2 years	10.2	7.6	11.7	9.5	11.3	10.0
3 years	6.8	4.4	9.3	6.6	7.4	6.8
4 years	4.4	3.2	4.4	5.1	6.2	4.6
5 years	3.9	4.0	6.3	7.1	4.8	5.1
6 years	2.3	1.5	2.5	2.3	2.4	2.2
7 years	2.0	1.6	2.6	3.0	1.9	2.2
8 years	1.2	1.2	2.1	2.5	1.5	1.7
9 years	1.4	0.5	2.2	1.6	1.1	1.4
10 years and above	4.7	5.9	10.3	10.6	7.9	7.6
Not stated	1.0	0.6	1.5	0.9	1.6	1.1
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

## Section C: Formal education background

**Table 4.6- 26: Percentage distribution of employee by their highest level of formal education**

HIGHEST LEVEL OF FORMAL EDUCATION	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Masters Degree	0.1			0.1	0.1	0.1
Post Graduate Diploma			0.1			0.0
Bachelors	0.9	0.1	0.3	0.1	0.1	0.4
Diploma level (A1)	0.7	0.3	0.4		0.4	0.4
Certificate level (TVET)	5.5	4.4	1.7	1.9	1.9	3.3
Secondary-A Level	9.9	4.6	5.8	2.5	6.5	6.1
Secondary-O Level	15.1	10.5	10.7	11.3	11.4	12.1
Primary	44.8	48.8	44.5	52.0	49.2	47.7
None	21.8	30.0	33.0	31.4	29.6	28.4
Other (specify)	1.0	1.3	3.3	0.5	0.7	1.2
Not stated	0.2	0.1	0.1	0.2		0.1
<b>Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

**Table 4.6- 27: Percent distribution of employees with at least secondary A level by the field of studies**

FIELD OF STUDIES	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
General Programs	0.5		1.7		3.8	1.0
Education	2.7		6.8	14.1	1.5	3.7
Humanities and Arts	6.1	4.2			3.0	3.9
Social Sciences, Business and Law	32.3	25.0	20.8	30.4	35.9	29.9
Sciences	14.7	21.3	24.3	14.1	13.2	16.8
Engineering, Manufacturing and Construction	20.0	39.0	15.5	17.8	12.3	21.3
Agriculture	1.7	2.6	5.2	4.6	7.5	3.4
Health and Welfare	1.6	2.6		4.7	1.5	1.8
Services	4.9		1.7	7.1	3.5	3.6
Not known or Not stated	15.6	5.3	23.9	7.2	17.8	14.5
<b>Total</b>	100	100	100	100	100	100
	189	71	54	39	61	414

**Table 4.6- 28: Percentage distribution of employee with at least secondary A level by the country/continent they have got their highest degree from**

EMPLOYEES BY PLACE THEY HAVE GOT THEIR HIGHEST LEVEL OF EDUCATION	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Rwanda	84.9	93.4	87.9	92.8	83.6	87.3
Other EAC countries	7.7	1.3	1.8		9.0	5.3
Rest of Africa	1.6	1.3	10.3	4.8	1.5	3.0
Europe	0.5				1.5	0.5
Not stated	5.3	4.0		2.4	4.4	4.0
<b>Total</b>	100	100	100	100	100	100
	189	71	54	39	61	414

**Table 4.6- 29: Percentage distribution of employees by whether they are currently enrolled for further training**

PROVINCE	Are you currently enrolled for further training (formal Education)?			Total	
	Yes	No	Not stated		
Kigali city	5.7	94.1	0.2	100	1108
Southern Province	5.4	94.5	0.1	100	755
Western Province	6.0	93.9	0.1	100	638
Northern Province	5.6	94.3	0.1	100	841
Eastern Province	6.4	93.6		100	669
<b>Total</b>	5.8	94.1	0.1	100	4012

**Table 4.6- 30: Percentage distribution of employees presently enrolled in educational institute by the type of training they receive.**

EMPLOYEES BY THE TYPE OF TRAINING THEY ARE ENROLLED FOR	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
General Programs	4.9	19.2	22.4	39.6	27.1	21.4
Education		4.6			4.2	1.6
Humanities and Arts	22.3	11.5	2.4	7.9	8.5	11.7
Social Sciences, Business and Law	25.4	15.9	11.9	11.4	6.3	15.1
Sciences	20.2	13.9	11.7	13.6	9.4	14.4
Engineering, Manufacturing and Construction	25.5	15.8	27.3	23.7	29.5	24.5
Agriculture		7.6			4.2	2.1
Health and Welfare		4.7	7.3	2.0		2.4
Services	1.7	4.4	16.8	1.9	6.3	5.6
Not known or Not stated		2.3			4.4	1.2
<b>Total</b>	100	100	100	100	100	100
	64	41	38	47	43	233

**Table 4.6- 31: Percent distribution of employees presently enrolled in educational by the expected qualification**

EXPECTED QUALIFICATION	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Bachelors	31.4	9.2	7.4	7.8	8.4	14.5
Diploma level (A1)	6.9		2.4		4.2	3.1
Certificate level (TVET)		6.8	5.0	1.9		2.4
Secondary-A Level	6.5	30.8	23.7	37.8	27.4	23.8
Certificate	34.4	28.2	17.4	25.2	26.2	27.2
Other (specify)	8.0	7.1	12.5	8.0	19.0	10.6
None	11.0	13.4	28.9	19.3	14.8	16.7
Not stated	1.7	4.5	2.6			1.7
<b>Total</b>	100	100	100	100	100	100
	64	41	38	47	43	233

## Section D. Vocational training /type of training

**Table 4.6- 32: Percentage distribution of employees by whether they have received any kind of training since they joined the current employer**

PROVINCE	Have you received any other kind of training since you joined your current employer?			Total	
	Yes	No	Not stated		
Kigali city	8.4	91.6		100	1108
Southern Province	10.8	89.2		100	755
Western Province	9.5	90.5		100	638
Northern Province	9.3	90.6	0.1	100	841
Eastern Province	6.4	93.6		100	669
<b>Total</b>	<b>8.9</b>	<b>91.1</b>	<b>0.0</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 33: Percentage distribution of employees who did not receive any training since they joined the current employer by reasons of not being trained**

REASON FOR NOT TAKE PART IN ANY TRAINING	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
No training policy	54.0	31.7	52.1	47.2	61.9	49.5
No training for my job profile	17.5	16.6	21.2	18.9	17.0	18.1
Not offered to me personally	25.8	46.9	18.0	27.4	14.9	26.9
Offered to me, but refused	0.5	0.1	0.3	0.4	0.7	0.4
No need	1.1	4.1	6.2	5.3	4.9	4.0
Other (specify)	1.2	0.6	2.1	0.7	0.6	1.0
Not stated				0.1		0.0
<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
	<b>1015</b>	<b>673</b>	<b>578</b>	<b>763</b>	<b>626</b>	<b>3655</b>

**Table 4.6- 34: Percentage distribution of employees who have received the training since they joined the current employer by year of training.**

YEAR OF TRAINING	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
2011	68.7	48.6	44.3	41.9	60.3	53.1
2010	12.2	42.6	24.1	21.7	23.5	24.6
2008-2009	6.3	4.4	22.2	20.4	12.1	12.3
2005-2007	4.2	3.3	3.1	5.4	2.1	3.8
2004 and below	6.4	1.1	4.8	10.5		5.0
Not stated	2.2		1.5		2.0	1.1
<b>Total</b>	100	100	100	100	100	100
	94	82	60	78	43	357

**Table 4.6- 35: Percentage distribution of employees who have received the training since they joined the current employer by the mean of training.**

PROVINCE	MEAN OF TRAINING					Total	
	Apprenticeship	Formal training institution	On the Job	Other	Not stated		
Kigali city	19.9	10.8	67.1		2.2	100	94
Southern Province	24.7	6.6	66.4	2.3		100	82
Western Province	29.7	9.1	47.0	12.7	1.5	100	60
Northern Province	34.9	16.4	47.5	1.1		100	78
Eastern Province	21.5	12.0	64.4		2.0	100	43
<b>Total</b>	26.1	10.9	58.9	2.9	1.1	100	357

**Table 4.6- 36: Mean period (in months) of training for employee who have received the training since they joined the current employer by occupation**

TRAINING BY OCCUPATION		DURATION IN MONTHS
Managers		1
Professionals		1
Technical and associate professionals		0
Clerical support workers		4
Services and sales workers		0
Skilled agricultural, forestry and fishery workers		3
Craft and related trade workers		2
Plant and machine operators and assemblers		1
Elementary occupations		0
Not stated		6
<b>Total</b>		<b>1</b>

**Table 4.6- 37: Percent distribution of employees who have received the training since they joined the current employer by the qualification they got from it**

PROVINCE	QUALIFICATION OBTAINED FROM THE TRAINING				Group Total	
	Certificate level (TVET)	None	Certificate	Not stated		
Kigali city		77.2	20.6	2.2	100	94
Southern Province	1.2	80.4	18.4		100	82
Western Province		92.4	6.1	1.5	100	60
Northern Province		75.9	24.1		100	78
Eastern Province		89.3	8.7	2.0	100	43
<b>Total</b>	0.3	81.7	17.0	1.1	100	357

**Table 4.6- 38: Percentage distribution of employees who have received the training since they joined the current employer by the field of study.**

TRAINING BY THE FIELD OF STUDY	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Humanities and Arts	26.2	2.2	2.4	2.4		7.9
Social Sciences, Business and Law Sciences	23.6	23.6	35.4	32.8	30.1	28.4
Engineering, Manufacturing and Construction	11.7	58.3	17.0	42.0	29.7	32.1
Agriculture		6.3	4.5	1.1	4.3	3.0
Health and Welfare	6.5	3.4	7.0	2.4	4.2	4.7
Services	23.5	3.7	23.2	18.1	20.9	17.4
Not known or Not stated	8.4	11.3	1.2	4.2		4.9
<b>Total</b>	100	100	100	100	100	100
	94	82	60	78	43	357

**Table 4.6- 39: Percentage distribution of employees who have received the training since they joined the current employer by the place of training.**

PROVINCE	PLACE OF TRAINING			Total	
	Rwanda	Other EAC countries	Not stated		
Kigali city	96.8		3.2	100	94
Southern Province	98.9	1.1		100	82
Western Province	98.5		1.5	100	60
Northern Province	100.0			100	78
Eastern Province	98.0		2.0	100	43
<b>Total</b>	98.4	0.3	1.3	100	357

**Table 4.6- 40: Percentage distribution of who have received the training since they joined the current employer by whether the training has improved their performance.**

PROVINCE	Did that training improve your performance?			Group Total	
	Yes	No	Not stated		
Kigali city	95.8		4.2	100	94
Southern Province	91.9	8.1		100	82
Western Province	88.6	9.9	1.5	100	60
Northern Province	94.1	5.9		100	78
Eastern Province	95.8	2.1	2.0	100	43
Total	93.3	5.1	1.6	100	357

**Table 4.6- 41: Percentage distribution of employees who have received the training since they joined the current employer by whether employees are involved in designing training plans.**

PROVINCE	Are employees involved in designing training plans?			Group Total	
	Yes	No	Not stated		
Kigali city	37.1	61.7	1.2	100	94
Southern Province	10.9	89.1		100	82
Western Province	35.0	63.6	1.5	100	60
Northern Province	37.5	62.5		100	78
Eastern Province	19.2	78.7	2.0	100	43
Total	28.7	70.5	0.8	100	357

**Table 4.6- 42: Percentage distribution of employees by whether they need any specific skills to improve their performances.**

PROVINCE	Do you need any specific skills to improve your performance at your current job?			Total	
	Yes	No	Not stated		
Kigali city	73.1	26.9		100	1108
Southern Province	65.5	34.5		100	755
Western Province	71.3	28.7		100	638
Northern Province	65.5	34.4	0.1	100	841
Eastern Province	76.0	24.0		100	669
<b>Total</b>	<b>70.3</b>	<b>29.7</b>	<b>0.0</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 43: Percentage distribution of employees who have reported that they need specific skills to improve their performances by area of lacking skills**

FIELD OF STUDY	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
General Programs	1.2	1.6	2.0	2.8	0.4	1.6
Education		0.4	0.6	0.5	0.6	0.4
Humanities and Arts	16.7	5.3	10.8	6.7	2.8	9.3
Social Sciences, Business and Law	34.4	31.6	22.8	25.2	32.8	29.9
Sciences	2.2	2.9	3.3	0.8	2.5	2.3
Engineering, Manufacturing and Construction	16.6	30.3	25.6	37.4	24.7	26.0
Agriculture	0.4	2.0	2.9	1.7	1.7	1.6
Health and Welfare	0.1	0.6	1.0	0.7	0.7	0.6
Services	27.1	25.2	29.0	21.0	32.5	26.9
Not known or Not stated	1.2	0.2	1.8	3.2	1.3	1.5
<b>Total</b>	100	100	100	100	100	100
	811	494	455	551	509	2820

**Table 4.6- 44: Percentage distribution of employee by their self – assessment of English proficiency.**

PROFICIENCY IN ENGLISH	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
<b>English Speaking</b>						
Proficient	2.3	0.8	0.1	0.5	1.6	1.2
Good	8.2	5.0	6.6	3.8	5.5	6.0
Basic	19.8	11.1	13.3	11.8	15.5	14.7
None	69.6	83.2	79.9	83.7	77.2	78.0
Not stated	0.1			0.1	0.1	0.1
<b>English Writing</b>						
Proficient	2.3	0.8	0.3	0.5	1.7	1.2
Good	8.1	5.1	6.3	4.0	5.2	5.9
Basic	16.5	8.7	12.4	9.8	13.9	12.5
None	72.9	85.4	81.0	85.5	79.0	80.2
Not stated	0.1			0.1	0.1	0.1
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

Table 4.6- 45: Percentage distribution of employee by their self – assessment of French proficiency.

PROFICIENCY IN FRENCH	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
<b>French Speaking</b>						
Proficient	4.2	1.4	3.5	1.2	2.6	2.7
Good	13.1	8.0	10.2	6.5	8.3	9.5
Basic	24.6	18.9	17.6	21.4	23.0	21.5
None	58.0	71.7	68.7	70.8	66.0	66.3
Not stated	0.1			0.1	0.1	0.1
<b>French Writing</b>						
Proficient	4.0	1.6	3.5	1.4	2.7	2.7
Good	12.4	7.5	10.6	5.8	7.3	9.0
Basic	20.9	16.2	15.7	20.5	19.8	18.9
None	62.6	74.7	70.2	72.2	70.0	69.3
Not stated	0.1			0.1	0.1	0.1
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

Table 4.6- 46: Percentage distribution of employee by their self – assessment of Kinyarwanda proficiency.

PROFICIENCY IN KINYARWANDA	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
<b>Kinyarwanda Speaking</b>						
Proficient	87.1	78.4	87.3	84.9	87.3	85.1
Good	11.1	19.8	11.8	14.4	10.7	13.5
Basic	1.3	1.3	0.6	0.3	1.7	1.0
None	0.4	0.5	0.3	0.3	0.1	0.3
Not stated	0.1			0.1	0.1	0.1
<b>Kinyarwanda Writing</b>						
Proficient	59.6	44.5	68.9	55.0	58.1	57.1
Good	23.2	35.2	16.4	22.2	20.7	23.7
Basic	11.4	13.0	7.2	12.8	14.5	11.8
None	5.7	7.2	7.5	9.8	6.7	7.3
Not stated	0.1			0.1	0.1	0.1
<b>Group Total</b>	100	100	100	100	100	100
	1108	755	638	841	669	4012

**Table 4.6- 47: Percentage distribution of employee by their self – assessment of Swahili proficiency..**

PROFICIENCY IN SWAHILI	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
<b>Swahili Speaking</b>						
Proficient	8.1	2.0	3.5	2.1	3.1	4.1
Good	9.6	4.1	9.0	2.1	5.4	6.2
Basic	16.8	9.3	16.6	8.4	10.2	12.5
None	65.5	84.7	70.9	87.2	81.2	77.1
Not stated	0.1			0.1	0.1	0.1
<b>Swahili Writing</b>						
Proficient	5.8	1.5	3.2	1.6	2.2	3.1
Good	7.4	3.0	7.0	1.8	4.1	4.8
Basic	12.1	7.2	12.4	6.4	7.9	9.3
None	74.6	88.3	77.3	90.2	85.7	82.7
Not stated	0.1			0.1	0.1	0.1
Total	100	100	100	100	100	100
	1108	755	638	841	669	4012

## Section E. Working terms and conditions

Table 4.6- 48: Weekly working hours by occupation and province

WEEKLY WORKING HOURS BY OCCUPATION	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Managers	70	46	62	60	54	59
Professionals	54	59	47	49	62	55
Technical and associate professionals	64	56	54	24	68	52
Clerical support workers	73	71	66	60	62	67
Services and sales workers	70	49	60	55	60	60
Skilled agricultural, forestry and fishery workers	50	41	60	39	.	46
Craft and related trade workers	54	49	51	50	50	51
Plant and machine operators and assemblers	65	49	46	48	52	50
Elementary occupations	71	49	59	52	66	57
Not stated	.	66	.	48	.	54
Total	67	49	56	53	58	58

Table 4.6- 49: Distribution of employees by whether they are entitled to annual leave days or not, according to occupation

OCCUPATION	Are you entitled to annual leave days?			Total	
	Yes	No	Not stated		
Managers	9.3	90.7		100	114
Professionals	12.9	87.1		100	59
Technical and associate professionals	6.5	93.5		100	44
Clerical support workers	7.4	92.6		100	67
Services and sales workers	4.3	95.6	0.0	100	2253
Skilled agricultural, forestry and fishery workers	21.2	78.8		100	11
Craft and related trade workers	3.3	96.7		100	783
Plant and machine operators and assemblers	16.2	83.8		100	163
Elementary occupations	4.5	95.5		100	515
Not stated	32.9	67.1		100	3
Total	5.0	94.9	0.0	100	4012

**Table 4.6- 50: Mean annually leave days entitled to employees by occupation**

OCCUPATION	Calendar days	Working days
Managers	18	16
Professionals	11	15
Technical and associate professionals	23	18
Clerical support workers	20	15
Services and sales workers	24	16
Skilled agricultural, forestry and fishery workers	30	.
Craft and related trade workers	30	14
Plant and machine operators and assemblers	19	7
Elementary occupations	24	11
Not stated	30	.
<b>Total</b>	<b>23</b>	<b>14</b>

**Table 4.6- 51 : Distribution of employees by the time it takes them to reach their workplace.**

EMPLOYEES BY OCCUPATION	How long it takes to reach workplace					Group Total	
	Less than 10 minutes	10 - 20 minutes	21 - 30 minutes	More than 30 minutes	Not stated		
Professionals	41.8	26.1	16.2	15.9		100	114
	36.7	36.0	8.1	19.2		100	59
Technical and associate professionals	37.6	25.9	21.5	15.0		100	44
Clerical support workers	34.4	27.7	20.6	17.4		100	67
Services and sales workers	44.8	22.6	15.3	17.3	0.0	100	2253
Skilled agricultural, forestry and fishery workers	26.2	56.0	17.8			100	11
Craft and related trade workers	25.2	21.1	22.8	31.0		100	783
Plant and machine operators and assemblers	28.7	23.1	21.2	27.0		100	163
Elementary occupations	39.1	23.9	17.7	19.3		100	515
Not stated	66.5			33.5		100	3
<b>Total</b>	<b>39.1</b>	<b>23.0</b>	<b>17.4</b>	<b>20.6</b>	<b>0.0</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 52: Distribution of employees by the main mode of transport used to reach their working place**

EMPLOYEES BY THE MAIN MODE OF TRANSPORT	Main mode of transport used to reach the workplace							Group Total	
	Public transport (taxi, bus)	Office transport	On foot	Own transport	Hired (Car, Motor cycle, bicycle)	Other	Not stated		
Managers	8.2		82.0	3.3	6.5			100	114
Professionals	9.8		81.7	1.6	5.2	1.6		100	59
Technical and associate professionals	10.9		80.4	2.2	4.4	2.1		100	44
Clerical support workers	9.3	1.6	87.1		2.0			100	67
Services and sales workers	6.5	0.7	86.4	0.7	3.9	1.7	0.1	100	2253
Skilled agricultural, forestry and fishery workers	9.3		90.7					100	11
Craft and related trade workers	7.1	1.4	85.8	1.0	4.2	0.5		100	783
Plant and machine operators and assemblers	3.5	1.1	90.3	1.1	3.9			100	163
Elementary occupations	2.8	0.5	92.5	0.7	2.4	1.0		100	515
Not stated			100.0					100	3
Total	6.2	0.8	87.0	0.9	3.8	1.2	0.1	100	4012

**Table 4.6- 53: Distribution of employees by whether they are entitled to medical care assistance or not**

EMPLOYEES BY OCCUPATION	Do you Entitle to medical care assistance?			Group Total	
	Yes	No	Not stated		
Managers	40.2	59.8		100	114
Professionals	17.8	82.2		100	59
Technical and associate professionals	15.2	84.8		100	44
Clerical support workers	24.4	75.6		100	67
Services and sales workers	27.4	72.6	0.0	100	2253
Skilled agricultural, forestry and fishery workers	44.8	55.2		100	11
Craft and related trade workers	9.3	90.7		100	783
Plant and machine operators and assemblers	27.2	72.2	0.6	100	163
Elementary occupations	9.6	90.4		100	515
Not stated	66.5	33.5		100	3
Total	21.7	78.3	0.0	100	4012

**Table 4.6- 54: Distribution of employees who are entitled to medical care assistance by extent it covers the medical expenses, according to occupation**

EMPLOYEES BY OCCUPATION	EXTENT COVERED BY MEDICAL CARE ASSISTANCE			Total	
	Partially	Totally	Not stated		
Managers	38.6	61.4		100	
Professionals	54.2	45.8		100	
Technical and associate professionals	57.5	42.5		100	7
Clerical support workers	58.5	41.5		100	16
Services and sales workers	30.8	69.0	0.1	100	617
Skilled agricultural, forestry and fishery workers	57.5	42.5		100	5
Craft and related trade workers	49.0	51.0		100	73
Plant and machine operators and assemblers	55.7	44.3		100	45
Elementary occupations	55.7	44.3		100	49
Not stated	100.0			100	2
<b>Total</b>	<b>36.5</b>	<b>63.4</b>	<b>0.1</b>	<b>100</b>	<b>869</b>

**Table 4.6- 55: Distribution of employees who are entitled to medical care assistance by whether the assistance extend to their family or not.**

EMPLOYEES BY OCCUPATION	Does the assistance extend to your family?		Group Total	
	Yes	No		
Managers	62.0	38.0	100	46
Professionals	55.4	44.6	100	10
Technical and associate professionals	71.5	28.5	100	7
Clerical support workers	23.7	76.3	100	16
Services and sales workers	68.0	32.0	100	617
Skilled agricultural, forestry and fishery workers	76.4	23.6	100	5
Craft and related trade workers	33.7	66.3	100	73
Plant and machine operators and assemblers	21.8	78.2	100	45
Elementary occupations	27.8	72.2	100	49
Not stated	100.0		100	2
<b>Total</b>	<b>59.3</b>	<b>40.7</b>	<b>100</b>	<b>869</b>

**Table 4.6- 56: Percentage of employees who have reported that their activities expose them to different kind of dangers by occupation**

EMPLOYEES BY OCCUPATION	different kind of dangers						Group Total	
	Extreme Dust, toxic gases	Extreme Noise	Extreme temperature / humidity	Dangerous tools/ animals	Work underground	Other		
Managers	26.7	30.0	15.6	33.2		1.2	100	114
Professionals	29.0	34.2	20.7	22.4	1.7	1.6	100	59
Technical and associate professionals	38.2	45.8	37.1	34.4			100	44
Clerical support workers	21.5	24.2	18.1	25.9			100	67
Services and sales workers	30.7	27.5	27.1	26.0	0.2	0.4	100	2253
Skilled agricultural, forestry and fishery workers	48.6	9.3	18.9	18.1			100	11
Craft and related trade workers	52.5	45.4	36.9	68.0	2.7	0.6	100	783
Plant and machine operators and assemblers	65.0	55.6	38.6	60.3	15.4	1.9	100	163
Elementary occupations	40.5	23.0	35.5	44.3	0.9	0.4	100	515
Not stated	32.9	32.9	32.9	32.9			100	3
<b>Total</b>	<b>37.4</b>	<b>31.9</b>	<b>30.1</b>	<b>38.1</b>	<b>1.4</b>	<b>0.5</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 57: Percentage of employees who have reported that they get some benefits from their employer by those benefits and occupation**

BENEFITS FROM EMPLOYER	EXTENT COVERED BY THOSE BENEFITS	EMPLOYEES BY OCCUPATION									Total
		Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Clothing/Uniform	Yes all	14.0	15.8	13.1	19.4	16.6		12.6	15.1	25.3	
	Yes partially	15.3	10.0	6.5	5.8	9.0	9.3	9.1	20.4	6.9	33.5 9.4
Protective gear	Yes all	16.1	18.2	15.1	15.2	14.9	21.2	14.1	18.5	24.5	32.9 16.3
	Yes partially	15.3	14.7	8.6	7.1	9.7	9.3	9.4	20.3	8.3	33.5 10.1
Accommodation	Yes all	22.2	20.8	8.9	22.8	24.8	8.8	7.3	6.4	16.8	
	Yes partially	11.7	8.2	8.6	5.8	8.4	17.8	8.8	21.6	7.6	33.5 9.0
Transport	Yes all	3.5	5.0			1.9		1.0	0.5	0.5	1.5
	Yes partially	14.2	13.0	8.6	7.3	10.0	9.3	9.4	21.1	8.4	33.5 10.2
Pay to and from annual leave	Yes all	4.3	11.4	6.4	10.2	6.0	21.2	3.7	6.2	4.1	32.9 5.5
	Yes partially	13.3	11.4	6.5	7.2	9.2	9.3	8.7	24.8	8.5	33.5 9.7
Food	Yes all	46.3	30.5	17.4	42.2	44.2	26.4	13.9	21.1	43.4	32.9 36.7
	Yes partially	14.6	6.7	12.9	12.3	8.8	9.3	11.4	24.9	11.0	33.5 10.5
Free education for dependants	Yes all	7.1	1.7	4.4	5.9	11.7		2.1	2.4	1.7	
	Yes partially	15.3	11.5	8.6	4.4	8.5	9.3	9.1	20.4	8.0	33.5 9.2
Maternal and paternal leave	Yes all	43.5	34.0	21.7	31.7	31.3	28.1	25.9	32.9	26.6	66.5 30.0
	Yes partially	7.9	6.6	8.7	4.4	6.7	9.3	6.6	13.5	6.3	
Health and safety	Yes all	1.6	3.2	2.3	1.4	3.4	8.5	3.1	1.9	1.6	
	Yes partially	16.0	11.6	8.6	10.0	9.3	9.3	8.8	20.4	8.2	33.5 9.8
Terminal benefits	Yes all	3.4	8.0	4.2		1.5		1.6	2.5	0.6	
	Yes partially	13.4	11.6	8.6	8.5	9.4	9.3	9.3	19.8	8.0	33.5 9.8
Any other	Yes all					0.3					0.1
	Yes partially	14.2	13.1	8.6	7.2	9.6	9.3	9.3	21.0	8.0	33.5 9.9
Group Total		100	100	100	100	100	100	100	100	100	100
		114	59	44	67	2253	11	783	163	515	3 4012

**Table 4.6- 58: Percent distribution of employees according to the frequency of increasing of their salaries and occupation**

EMPLOYEES BY OCCUPATION	LEVEL OF SALARY INCREMENT							Total	
	Every year	Once every three years	Once over three years	No increase	Doesn't know	Not applicable	Not stated		
Managers	6.9	6.1	0.8	61.5	21.3	2.5	0.8	100	114
Professionals	8.1	8.1	1.6	49.7	27.5	5.0		100	59
Technical and associate professionals	10.9	2.1	2.1	60.5	22.0	2.3		100	44
Clerical support workers	16.2	1.5	2.8	58.9	15.1	4.2	1.4	100	67
Services and sales workers	7.6	2.9	1.5	58.2	20.6	8.8	0.5	100	2253
Skilled agricultural, forestry and fishery workers	8.3			64.2	27.5			100	11
Craft and related trade workers	10.6	3.7	1.8	66.1	16.6	1.0	0.2	100	783
Plant and machine operators and assemblers	23.1	5.5	4.2	49.4	17.8			100	163
Elementary occupations	14.5	1.6	1.4	67.3	14.1	1.1		100	515
Not stated		33.5		33.5	32.9			100	3
Total	9.9	3.1	1.6	60.5	18.9	5.5	0.4	100	4012

**Table 4.6- 59: Percentage distribution of employees by whether their salary is annually adjusted for inflation, according to occupation.**

EMPLOYEES BY OCCUPATION	Is your salary annually adjusted for inflation?					Total	
	Yes, always	Yes, sometimes	No	Don't know	Not stated		
Managers	5.3	37.3	46.0	11.4		100	17
Professionals	9.0	44.5	46.5			100	10
Technical and associate professionals	14.1		85.9			100	7
Clerical support workers	6.6	14.0	79.3			100	14
Services and sales workers	6.9	29.8	56.5	6.0	0.7	100	270
Skilled agricultural, forestry and fishery workers			100.0			100	1
Craft and related trade workers	10.1	30.5	54.9	3.8	0.7	100	126
Plant and machine operators and assemblers	28.2	13.1	52.4	6.3		100	54
Elementary occupations	4.1	18.3	71.1	6.5		100	90
Not stated		100.0				100	1
<b>Total</b>	<b>9.1</b>	<b>26.5</b>	<b>58.4</b>	<b>5.5</b>	<b>0.5</b>	<b>100</b>	<b>588</b>

## Section F. Labour right and related issues

**Table 4.6- 60: Percentage distribution of employees by whether they are member of any trade union or any other collective bargaining association, according to occupation**

EMPLOYEES BY OCCUPATION	Member of any trade union		Group Total	
	Yes	No		
Managers	22.8	77.2	100	114
Professionals	24.1	75.9	100	59
Technical and associate professionals	19.6	80.4	100	44
Clerical support workers	16.8	83.2	100	67
Services and sales workers	12.9	87.1	100	2253
Skilled agricultural, forestry and fishery workers	29.6	70.4	100	11
Craft and related trade workers	30.7	69.3	100	783
Plant and machine operators and assemblers	42.5	57.5	100	163
Elementary occupations	17.8	82.2	100	515
Not stated	32.9	67.1	100	3
Total	18.9	81.1	100	4012

**Table 4.6- 61: Percentage distribution of employees who are not a member in any trade union or any other collective bargaining organisation by reason, according to occupation**

EMPLOYEES BY OCCUPATION	REASON WHY EMPLOYEES DO NOT BELONG TO ANY TRADE UNION					Total	
	Employer does not allow	I do not know any union	Unions do not help	Other	Not stated		
Managers	5.9	79.5	3.3	10.2	1.1	100	87
Professionals	2.7	93.1	2.1	2.0		100	44
Technical and associate professionals	5.3	78.4	13.4	2.9		100	35
Clerical support workers	5.0	85.1		9.9		100	56
Services and sales workers	3.4	86.4	4.2	6.0		100	1961
Skilled agricultural, forestry and fishery workers		100.0				100	8
Craft and related trade workers	4.4	81.1	3.0	11.3	0.2	100	544
Plant and machine operators and assemblers	7.2	80.8	8.9	3.1		100	94
Elementary occupations	2.9	87.9	2.7	6.5		100	424
Not stated		100.0				100	2
<b>Total</b>	<b>3.7</b>	<b>85.4</b>	<b>3.9</b>	<b>7.0</b>	<b>0.1</b>	<b>100</b>	<b>3255</b>

**Table 4.6- 62: Percentage distribution of employees who are member of any trade union or any other collective bargaining association by the first kind of organization, according to occupation**

EMPLOYEES BY OCCUPATION	In which kind of organization are you a member?						Group Total	
	Welfare	Professional	Cooperative	Others	None	N/S		
Managers	33.8	14.5	48.1	3.7			100	26
Professionals	32.8	40.6	26.6				100	14
Technical and associate professionals	33.7	21.6	44.7				100	9
Clerical support workers	67.3	8.3	24.4				100	11
Services and sales workers	55.5	8.2	30.6	4.0	0.4	1.3	100	291
Skilled agricultural, forestry and fishery workers	100.0						100	3
Craft and related trade workers	42.7	13.7	42.3		0.4	0.8	100	240
Plant and machine operators and assemblers	14.5	7.6	75.2	1.3		1.5	100	69
Elementary occupations	46.9	16.5	31.7	3.0	1.0	1.0	100	92
Not stated	100.0						100	1
<b>Total</b>	<b>45.6</b>	<b>11.8</b>	<b>39.0</b>	<b>2.1</b>	<b>0.4</b>	<b>1.0</b>	<b>100</b>	<b>757</b>

**Table 4.6- 63: Percentage distribution of employees who are member of any trade union or any other collective bargaining association by the second kind of organisation, according to occupation**

EMPLOYEES BY OCCUPATION	In which kind of organization are you a member?					Total	
	Welfare	Professional	Cooperative	Others	None		
Managers	19.3	22.4	58.3			100	10
Professionals	9.2	27.0	63.8			100	10
Technical and associate professionals	17.5	50.8	31.7			100	6
Clerical support workers		34.4	33.5		32.2	100	3
Services and sales workers	30.9	28.6	31.5	2.5	6.5	100	93
Skilled agricultural, forestry and fishery workers		71.4	28.6			100	3
Craft and related trade workers	23.4	35.6	35.5	1.6	4.0	100	120
Plant and machine operators and assemblers	57.9	20.9	16.4		4.8	100	23
Elementary occupations	17.4	26.7	52.9		3.1	100	28
Not stated		100.0				100	1
<b>Total</b>	26.6	31.6	35.8	1.4	4.6	100	297

**Table 4.6- 64: Percentage distribution of employees who are member of any trade union or any other collective bargaining association by the third priority kind of organisation, according to occupation**

EMPLOYEES BY OCCUPATION	In which kind of organization are you a member?					Group Total	
	Welfare	Professional	Cooperative	Others	None		
Managers	30.0	40.1	29.9			100	3
Professionals		100.0				100	2
Technical and associate professionals		65.2	34.8			100	3
Clerical support workers				100.0	100	100	1
Services and sales workers	3.1	20.8	29.5	12.3	34.3	100	32
Craft and related trade workers	7.0	22.6	47.4	4.1	18.9	100	44
Plant and machine operators and assemblers	23.4	52.3	11.1		13.2	100	8
Elementary occupations	20.1	30.2	30.2		19.5	100	9
<b>Total</b>	8.6	28.1	35.1	5.6	22.6	100	103

**Table 4.6- 65: Percentage distribution of employees by whether their employer contribute for them regularly to the social security fund, according to occupation**

EMPLOYEES BY OCCUPATION	Is your employer contributing regularly to the social security fund for you?				Group Total	
	Yes	No	Don't know	Not stated		
Managers	4.9	91.7	3.4		100	114
Professionals	8.2	91.8			100	59
Technical and associate professionals	2.1	95.6	2.3		100	44
Clerical support workers	5.6	93.0	1.4		100	67
Services and sales workers	1.0	97.1	1.8	0.1	100	2253
Skilled agricultural, forestry and fishery workers		90.7	9.3		100	11
Craft and related trade workers	2.0	96.6	1.4		100	783
Plant and machine operators and assemblers	3.3	91.8	4.9		100	163
Elementary occupations	2.1	96.2	1.7		100	515
Not stated	32.9	67.1			100	3
Total	1.7	96.3	1.9	0.1	100	4012

## Section G. Challenges at workplace

**Table 4.6- 66: Percentage of employees who reported that they face some specified challenges at work by type of challenges, according to occupation**

CHALLENGES FACED AT WORK	EMPLOYEES BY OCCUPATION									Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Verbal abuse	2.6	1.6	6.6	2.8	5.3		4.1	2.2	5.7	4.8
Physical abuse	1.8				0.6		0.4		1.6	0.7
Sexual harassment					0.1				0.5	0.1
Neglect	2.6	4.7	10.8	5.6	6.0		4.1	2.9	7.0	5.5
Non-payment of salary	0.9		6.5	1.3	2.3		1.5		2.7	2.1
Non-payment of other benefits	1.0	1.6	2.1	4.8	1.2	9.3	1.1	1.7	2.1	1.4
Delayed payments of salary	0.8	4.8	6.3	2.8	3.5	8.3	3.3	2.9	5.1	3.6
Delayed payments of benefits	2.0	3.2		4.8	2.1		2.5	1.2	1.9	2.1
Underpayment of salary	8.9	14.3	10.5	10.1	8.8	9.3	9.8	11.7	11.2	9.6
Fatigue	15.1	15.8	19.6	32.7	16.4	47.3	22.3	14.8	22.7	32.9
Excess workload/hours	13.4	15.8	13.4	29.7	12.6	39.0	13.5	5.9	14.4	32.9
Dependants	6.0	6.5	2.0	6.0	4.1		4.9	4.6	6.5	4.7
Discrimination					0.4		0.3		0.4	0.3
Other	0.8	1.6	2.1	4.1	1.7		1.7	9.8	1.6	2.0
Total	114	59	44	67	2253	11	783	163	515	3
										4012

**Table 4.6- 67: Percentage distribution of employees reacting against faced challenges by the first important way of reaction, according to occupation**

First important way of reaction	EMPLOYEES BY OCCUPATION									Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Inform HR management	11.7	12.2	8.4	18.5	10.5	16.5	8.0	21.0	13.6	
Take painkillers	4.1		7.5	3.3	0.3		1.1		1.2	0.9
Talk to family members	17.3	23.3	20.7	17.1	21.2	14.6	28.5	20.2	18.0	22.0
Talk to supervisor	20.9	41.4	14.0	18.5	22.3	37.5	26.2	20.0	34.9	25.0
Inform police/lawyers					1.6		0.4		0.5	1.0
Inform manager/directors	4.1		6.5	3.5	2.2	16.4	0.8		2.0	100.0
Talk to friend	6.6		21.0	6.5	11.5		9.2	12.3	11.0	10.6
Ignore them	21.0	23.2	14.1	25.5	24.5	15.0	20.0	21.9	17.1	22.1
Other	7.0				0.5		2.7	2.2	1.1	1.3
Not stated	7.4		7.8	7.0	5.4		3.1	2.4	0.5	4.1
<b>Total</b>	100	100	100	100	100	100	100	100	100	100
	27	16	13	29	588	6	244	43	165	1
										1132

**Table 4.6- 68: Percentage distribution of employees reacting against faced challenges by the second important way of reaction, according to occupation**

Second important way of reaction	EMPLOYEES BY OCCUPATION								Total	
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers		
Inform HR management		11.1		5.4	3.1		4.0	3.0	2.2	3.2
Take painkillers		10.2		10.9	1.5		1.4	3.2	3.3	2.2
Talk to family members	24.7	11.2	50.3	16.4	20.9	35.9	26.0	38.8	18.7	22.8
Talk to supervisor	51.6	10.9	12.4	5.4	22.8		16.6	12.8	26.1	20.9
Inform police/lawyers		11.9			3.5	35.9			5.5	3.0
Inform manager/directors		11.1			3.0		1.6			2.0
Talk to friend	23.7	22.2	37.3	34.6	30.2		34.3	23.9	32.5	31.0
Ignore them		11.3		27.3	14.1		16.0	12.0	10.5	13.8
Other					1.0	28.1		6.4	1.0	1.1
Group Total	100	100	100	100	100	100	100	100	100	100
	8	8	7	17	319	3	135	32	91	620

**Table 4.6- 69: Percentage distribution of employees reacting against faced challenges by the third important way of reaction, according to occupation**

Third important way of reaction	EMPLOYEES BY OCCUPATION								<b>Total</b>
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	
Inform HR management					2.0				1.0
Take painkillers					3.4				3.0
Talk to family members									
Talk to supervisor									
Inform police/lawyers	23.3	18.5	19.5	12.4	11.7				10.8
Inform manager/directors									
Talk to friend	48.9	41.7	40.4	34.0	49.0	100.0	50.8	51.5	48.4
Ignore them	27.8	39.8	20.4	45.2	19.4		17.9	18.2	20.7
Other (specify)					0.7			2.0	0.7
Group Total	100	100	100	100	100	100	100	100	100
	4	5	5	11	135	2	58	5	46
									271

## Section H. Gender

**Table 4.6- 70: Percentage distribution of employees by whether their organisation has a gender policy.**

PROVINCE	Does your organization have a gender policy?				Group Total	
	Yes	No	Don't know	Not stated		
Kigali city	39.5	48.8	11.6	0.1	100	1108
Southern Province	41.3	53.4	5.2		100	755
Western Province	36.4	49.5	14.1		100	638
Northern Province	37.4	47.5	14.9	0.1	100	841
Eastern Province	42.7	46.5	10.7		100	669
<b>Total</b>	<b>39.5</b>	<b>49.1</b>	<b>11.4</b>	<b>0.0</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 71: Percentage distribution of employees by whether their organisation practice any form of preferential treatment due to sex**

PROVINCE	Preferential treatment due to sex?				Group Total	
	Yes	No	Don't know	Not stated		
Kigali city	7.9	80.6	11.5	0.1	100	1108
Southern Province	7.5	88.0	4.5		100	755
Western Province	12.6	73.5	13.7	0.1	100	638
Northern Province	6.4	80.1	13.3	0.2	100	841
Eastern Province	10.0	78.0	12.0		100	669
<b>Total</b>	<b>8.6</b>	<b>80.3</b>	<b>11.0</b>	<b>0.1</b>	<b>100</b>	<b>4012</b>

**Table 4.6- 72: Percentage of employees who reported that their organisation practice some form of preferential treatment due to sex by the type of such preferential treatment**

PREFERENTIAL TREATMENT DUE TO SEX	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Quota for women	15.7	18.6	17.1	12.5	5.7	14.0
Overall quota for women	13.3	16.9	23.2	16.1	8.6	15.7
Pref. recruitment for women	27.7	6.8	15.9	16.1	12.9	16.6
Pref. recruitment for men	63.9	81.4	73.2	78.6	72.9	73.1
Differential retirement age	14.5	15.3	7.3	14.3	25.7	15.1
Preferential payment	3.6	10.2	8.5	14.3	27.1	12.3
Others	1.2			1.8	2.9	1.1
GROUP TOTAL	100	100	100	100	100	100
	83	59	82	56	70	350

**Table 4.6- 73: Percentage of employees by their opinions on whether any establishment should practice any form of preferential treatment due to sex by the type of preferential treatment**

TYPE OF PREFERENTIAL TREATMENT DUE TO SEX	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Quota for women	52.7	54.4	54.3	51.8	49.3	52.5
Overall quota for women	46.8	56.0	46.9	48.3	46.1	48.7
Pref. recruitment for women	22.1	25.2	29.5	26.1	24.0	25.1
Pref. recruitment for men	13.4	12.9	23.7	19.0	12.7	16.1
Maternity leave	85.0	87.7	78.0	85.6	87.8	85.0
Differential retirement age	31.2	32.9	29.8	32.6	41.6	33.3
Preferential payment	10.8	8.4	8.2	14.7	10.4	10.7
Others	0.4	0.5	1.1	0.2	0.9	0.6
Total	1039	747	650	905	671	4012

## Section I: Use of ICT

**Table 4.6- 74: Percentage distribution of employees by whether their organisation has introduced the use of ICT**

PROVINCE	Has your organization introduced the use of ICT?			Group Total	
	Yes	No	Not stated		
Kigali city	5.2	94.8		100	1108
Southern Province	4.1	95.9		100	755
Western Province	4.6	95.4		100	638
Northern Province	1.4	98.5	0.1	100	841
Eastern Province	4.8	95.2		100	669
Total	4.1	95.9	0.0	100	4012

**Table 4.6- 75: Percentage of employees who have reported that their establishments have introduced the use of ICT by type of its utilisation**

TYPE OF ICT UTILISATION	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Production	94.8	88.1	90.2	84.4	91.3	91.2
Marketing	7.0	30.3	19.3	46.5	41.8	23.5
Human resource management	15.9	24.5	22.5	15.3	29.0	21.3
Communication	36.0	33.5	28.7	38.2	47.7	36.7
Records management	53.4	45.9	83.7	61.4	93.0	65.8
Accounting/Finance/Budgeting	48.3	42.7	64.7	61.4	82.7	57.9
Recruitment	1.6		3.2			1.2
Others		3.2	3.2		10.1	3.2
Group Total	100	100	100	100	100	100
	58	31	29	12	32	163

**Table 4.6- 76: Percentage of employees who reported the way their establishments were affected by the use of technology**

EFFECT OF USE OF TECHNOLOGY		PROVINCE / KIGALI CITY					Total
		Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Production	Increased/improv	90.2	84.9	83.9	92.3	91.3	88.4
	Decreased			3.1			0.5
	No effect		3.2	3.2			1.2
	Not applicable	5.2	6.2	6.4	7.7		4.7
	Don't know	4.6	5.7	3.4		8.7	5.1
Marketing	Increased/improv	7.0	27.2	19.3	38.6	33.1	20.6
	Decreased			6.2	7.4		1.7
	No effect					4.4	0.9
	Not applicable	85.5	64.0	71.0	46.5	53.8	69.6
	Don't know	7.5	8.8	3.4	7.4	8.7	7.2
Human resource management	Increased/improv	15.9	24.5	19.3	15.3	24.5	19.8
	Decreased			6.2	15.3		2.2
	No effect					4.4	0.9
	Not applicable	80.6	69.7	67.8	62.0	66.8	72.1
	Don't know	3.4	5.7	6.6	7.4	4.2	4.9
Communication	Increased/improv	36.0	33.5	25.6	38.2	43.4	35.3
	Decreased			6.2	15.3		2.2
	Not applicable	62.3	60.7	64.7	46.5	52.3	59.3
	Don't know	1.7	5.7	3.4		4.2	3.2
Records management	Increased/improv	53.4	42.7	74.3	61.4	93.0	63.5
	Decreased			6.2	7.9		1.7
	No effect		3.2	3.2			1.2
	Not applicable	43.1	48.4	12.8	30.7	7.0	30.6
	Don't know	3.4	5.7	3.4			2.9
Accounting/Finance/Budgeting	Increased/improv	46.3	39.4	52.1	61.4	78.5	53.5
	Decreased			9.4	7.9		2.3
	No effect			3.2			0.6
	Not applicable	46.4	51.6	25.4	23.3	12.8	35.3
	Don't know	7.3	9.0	9.9	7.4	8.7	8.4
Recruitment	Increased/improv	1.6		3.2			1.2
	Decreased	1.6	3.2	6.2	15.3		3.4
	No effect	93.3	88.0	87.1	69.9	88.5	88.5
	Not applicable	3.4	8.8	3.4	14.8	11.5	6.9
	Don't know						
Others	Increased/improv	1.6	3.2	3.2		5.7	2.9
	Decreased	1.6		6.2	15.3		2.8
	No effect					4.4	0.9
	Not applicable	91.2	91.0	87.1	84.7	82.6	88.2
	Don't know	5.5	5.7	3.4		7.2	5.1
TOTAL		58	31	29	12	32	163

**Table 4.6- 77: Percentage of employees who have reported that they have access to different ICT facilities according to province**

ACCESS TO DIFFERENTS ICT FACILITIES	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Individual Computer	29.1	15.7	44.6	30.9	28.1	29.2
Shared computer	24.5	30.1	19.2	23.2	36.2	26.9
Private access to email	37.3	21.4	34.9	38.3	20.2	30.5
Common access to email	5.3	2.9		7.9	21.3	7.2
Access to internet	32.2	15.1	22.1	23.5	37.4	27.5
Others	1.6				7.1	2.0
Total	58	31	29	12	32	163

**Table 4.6- 78: Percentage of employees who reported that they need different specified ICT facilities to perform their duty in their daily work**

NEEDED ICT FACILITIES TO ACCOMPLISH WELL DIFFERENT DUTIES IN DAILY WORK	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Individual Computer	43.3	45.8	57.7	38.3	57.2	48.7
Shared computer	24.2	5.9	6.4	15.8	22.9	16.6
Private access to email	43.6	42.5	60.9	30.4	69.0	50.6
Common access to email	5.0				2.8	2.3
Access to internet	55.2	42.5	51.3	30.4	65.9	52.4
Others	8.6		9.7	7.4	2.8	5.9
Total	58	31	29	12	32	163

**Table 4.6- 79: Percentage distribution of employees using individual computer by whether they feel properly equipped to make a full use the potential of ICT at workplace.**

PROVINCE	Do you feel properly equipped to make full use of the potential of ICT at your workplace?					Group Total	
	Yes	No, lack of skills	No, lack of enough equipment	No Lack of skills and equipment	Not stated		
Kigali city	32.8	6.9	13.6	14.1	32.5	100	58
Southern Province	9.6	29.5	12.2	9.1	39.6	100	31
Western Province	22.4	3.2	28.8	13.1	32.5	100	29
Northern Province	38.3	7.7	15.8		38.2	100	12
Eastern Province	30.3	17.3	15.4	17.1	19.9	100	32
Total	26.4	12.7	16.6	12.5	31.8	100	163

## Section J. Earnings

Table 4.6- 80: Mean of monthly earning according to occupation

OCCUPATION	Monthly gross earnings	Monthly net earnings
Managers	49658	49345
Professionals	38235	37675
Technical and associate professionals	43103	43620
Clerical support workers	32689	32042
Services and sales workers	24160	23576
Skilled agricultural, forestry and fishery workers	14877	14877
Craft and related trade workers	34588	35044
Plant and machine operators and assemblers	24920	24639
Elementary occupations	18892	18815
Not stated	20741	20247
Total	26982	26745

Table 4.6- 81: Percentage distribution of employees by the mode of their monthly payment, according to occupation

EMPLOYEES BY OCCUPATION	Mode of monthly payment							Group Total	
	Paid to me directly/my bank	Paid to my spouse	Paid to my relatives	Paid to employment agent	Paid to school/TVET institute	Others	Not stated		
Managers	100.0							100	88
Professionals	100.0							100	48
Technical and associate professionals	97.6							100	39
Clerical support workers	100.0							100	55
Services and sales workers	98.8	0.3	0.2	0.1	0.1	0.4	0.2	100	1664
Skilled agricultural, forestry and	100.0							100	10
Craft and related trade workers	99.4	0.1	0.1			0.1	0.3	100	753
Plant and machine operators and	100.0							100	163
Elementary occupations	99.6						0.4	100	502
Not stated	100.0							100	3
Total	99.1	0.2	0.1	0.0	0.0	0.2	0.2	100	3324

**Table 4.6- 82: Percentage distribution of employees by whether they have the other occupation or not, according to present occupation**

EMPLOYEES BY OCCUPATION	Do you have another occupation / job/employment?					Group Total	
	No	Yes, another employment	Yes, another business (self-employer.)	Yes, farming	Not stated		
Managers	74.8	7.9	5.0	12.3		100	114
Professionals	75.2	9.9	3.3	11.6		100	59
Technical and associate professionals	79.0	2.1	2.1	16.8		100	44
Clerical support workers	90.8	3.6	1.4	4.2		100	67
Services and sales workers	79.8	5.8	1.9	12.5	0.0	100	2253
Skilled agricultural, forestry and fishery workers	73.7	9.3		16.9		100	11
Craft and related trade workers	83.9	5.0	2.4	8.8		100	783
Plant and machine operators and assemblers	81.6	4.7		12.4	1.2	100	163
Elementary occupations	89.5	4.4	0.7	5.1	0.2	100	515
Not stated	100.0					100	3
Total	81.9	5.5	1.8	10.7	0.1	100	4012

**Table 4.6- 83: Mean annually income from the additional jobs by additional occupation and province**

ADDITIONAL OCCUPATION	PROVINCE					Group Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
Managers	1005194	.	.	80000	608057	666161
Professionals	1940456	807315	752408	294142	283767	930796
Technical and associate professionals	103044	1080000	85941	.	250000	236095
Services and sales workers	563165	223979	104188	222585	171709	296562
Skilled agricultural, forestry and fishery workers	444128	147477	202440	164040	185682	190459
Craft and related trade workers	271972	226975	319113	198736	219349	249599
Plant and machine operators and assemblers	414587	220275	.	.	243222	332180
Elementary occupations	326146	197069	148596	104812	206192	180825
Missing values	1000000	120000	.	113648	40000	259694
Mean	532191	181478	201843	165225	195037	227197

## Section K : HIV/AIDS at workplace

**Table 4.6- 84: Percentage distribution of employees by whether their establishment have an HIV/AIDS policy or not, according to province**

PROVINCE	Do you have an HIV / AIDS policy at workplace?				Group Total	
	Yes	No	Don't know	Not stated		
Kigali city	21.8	72.5	5.7		100	1108
Southern Province	31.1	65.3	3.7		100	755
Western Province	39.4	53.1	7.6		100	638
Northern Province	30.9	59.4	9.6	0.1	100	841
Eastern Province	29.1	64.8	6.1		100	669
Total	29.5	64.0	6.5	0.0	100	4012

**Table 4.6- 85: Percentage of employees who reported their establishments have HIV policy by provided services**

PROVIDED SERVICES	PROVINCE					Total
	Kigali city	Southern Province	Western Province	Northern Province	Eastern Province	
VCT services	95.7	94.6	96.5	96.7	94.0	95.6
Free ARVs for HIV+ workers	4.6	2.9	8.2	3.5	4.7	4.8
Free condom distribution	14.6	20.7	24.2	8.7	13.1	16.3
Free food for HIV+ workers	5.1	3.7	5.7	2.8	2.8	4.1
Equal rights	53.0	48.5	51.3	58.1	34.3	49.8
Others	2.2		0.4	1.8	3.3	1.5
TOTAL	242	234	251	260	195	1182

## Section N. job search and candidate preference

**Table 4.6- 86: Percentage distribution of employees by whether they are looking for a different job, according to occupation**

EMPLOYEES BY OCCUPATION	Are you currently looking for a different job?			Group Total	
	Yes	No	Not stated		
Managers	5.8	94.2		100	114
Professionals	16.2	83.8		100	59
Technical and associate professionals	12.9	87.1		100	44
Clerical support workers	13.4	86.6		100	67
Services and sales workers	10.5	89.5	0.0	100	2253
Skilled agricultural, forestry and fishery workers	8.5	91.5		100	11
Craft and related trade workers	10.9	89.1		100	783
Plant and machine operators and assemblers	13.2	86.8		100	163
Elementary occupations	9.8	90.2		100	515
Not stated		100.0		100	3
Total	10.6	89.4	0.0	100	4012

**Table 4.6- 87: Percentage distribution of employees who are looking for a different job by the current occupation, according to the first priority targeted occupation**

CURRENT OCCUPATION	FIRST PRIORITY TARGETED OCCUPATION									Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Skilled agricultural, forestry and fishery workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Managers			16.9		2.1				2.0	1.6
Professionals		19.8	31.3	20.8	13.5		4.6			9.7
Technical and associate professionals		29.4	35.6	37.3	4.6		3.2	4.7		5.3
Clerical support workers		9.8	16.2	21.4	2.1					2.0
Services and sales workers	27.0	21.1		20.4	31.9		19.7	23.0	41.3	29.1
Skilled agricultural, forestry and fishery workers					0.8		1.1	8.6	1.8	1.3
Craft and related trade workers	28.4				13.7		33.3	13.2	11.5	16.7
Plant and machine operators and assemblers		10.0			18.1	100.0	30.2	46.3	13.1	21.2
Elementary occupations		9.8			8.0		5.6	4.3	18.5	8.2
Armed forces occupations					0.8		1.1		1.8	0.9
Not stated					4.5		1.1		9.9	3.9
Group Total	100	100	100	100	100	100	100	100	100	100
	7	9	6	9	237	1	85	22	50	426

**Table 4.6- 88: Percentage distribution of employees who are looking for a different job by the current occupation, according to the second priority targeted occupation**

CURRENT OCCUPATION	SECOND PRIORITY TARGETED OCCUPATION								Total
	Managers	Professionals	Technical and associate professionals	Clerical support workers	Services and sales workers	Craft and related trade workers	Plant and machine operators and assemblers	Elementary occupations	
Managers		39.9			1.6				2.7
Professionals		19.6	49.0	27.6	6.0	6.7			7.4
Technical and associate professionals					8.5				4.9
Clerical support workers					6.1				3.5
Services and sales workers			51.0	37.0	30.4	21.5		42.9	28.3
Skilled agricultural, forestry and fishery workers		20.4			4.4		50.0		6.2
Craft and related trade workers	100.0			17.5	22.8	42.9	33.8	6.8	22.9
Plant and machine operators and assemblers				17.9	10.8	28.9		28.7	14.2
Elementary occupations		20.0			7.9		16.2	21.5	9.0
Armed forces occupations					1.5				0.8
Group Total	100	100	100	100	100	100	100	100	100
	1	5	2	5	61	13	6	13	105

**Table 4.6- 89: Percentage of employees who reported that they are looking for a different job by used means to search for it and current occupation**

EMPLOYEES BY CURRENT OCCUPATION	MEANS / WAYS USED TO SEARCH FOR ANOTHER JOB							Group Total	
	Word of mouth / family / friends	Unsolicited / passing-by	Internet , media	LMIS	Job agents / bureaus	Training institutions	Other		
Managers	71.4	28.6	14.3				42.9	100	7
Professionals	93.0	20.9	62.8	4.7	11.6	4.7	2.3	100	43
Technical and associate professionals	87.0	34.8	52.2			4.3		100	23
Clerical support workers	100.0	44.4	77.8		11.1	11.1	11.1	100	9
Services and sales workers	80.2	31.0	11.1		1.6	1.6	13.5	100	126
Skilled agricultural, forestry and fishery workers	83.3	33.3					33.3	100	6
Craft and related trade workers	93.8	27.7	12.3		3.1	3.1	3.1	100	65
Plant and machine operators and assemblers	94.7	28.7	16.0		3.2	1.1	4.3	100	94
Elementary occupations	97.0	42.4			3.0		6.1	100	33
Armed forces occupations	75.0	25.0					25.0	100	4
Not stated	87.5	18.8	31.3					100	16
Total	89.0	29.8	20.9	0.5	3.3	2.1	7.7	100	426

**Table 4.6- 90: Percentage distribution of employees by whether they want to move away from their current place of residence to search for a different, according to their current occupation.**

OCCUPATION	Are you willing to move away from your current place of residence for a different job?			Group Total	
	Yes	No	Not stated		
Managers	66.4	33.6		100	116
Professionals	70.5	29.5		100	61
Technical and associate professionals	67.4	32.6		100	46
Clerical support workers	80.0	20.0		100	65
Services and sales workers	70.5	29.4	0.0	100	2250
Skilled agricultural, forestry and fishery workers	72.7	27.3		100	11
Craft and related trade workers	80.2	19.8		100	792
Plant and machine operators and assemblers	78.9	21.1		100	166
Elementary occupations	72.9	27.1		100	502
Not stated	33.3	66.7		100	3
Total	73.1	26.9	0.0	100	4012

**Table 4.6- 91: Percentage distribution of employees willing to change their current residence by reason, according to their current occupation**

OCCUPATION	REASON FOR MOVING AWAY FOR A DIFFERENT JOB						Total	
	Better salary/ rel benefits	Better working conditions	Exposure	Security	Others	Not stated		
Managers	58.4	39.0		2.6			100	77
Professionals	83.7	11.6			4.7		100	43
Technical and associate professionals	74.2	22.6		3.2			100	31
Clerical support workers	80.8	19.2					100	52
Services and sales workers	74.9	22.9	0.2	0.7	0.9	0.5	100	1587
Skilled agricultural, forestry and fishery workers	87.5				12.5		100	8
Craft and related trade workers	81.9	16.4	0.3	0.3	0.8	0.3	100	635
Plant and machine operators and assemblers	82.4	16.0			0.8	0.8	100	131
Elementary occupations	86.9	11.7		0.5	0.5	0.3	100	366
Not stated	100.0						100	1
Total	78.1	19.9	0.2	0.6	0.9	0.4	100	2931

**Table 4.6- 92: Percentage distribution of employees willing to change their current residence by the place they want to move to for a different job, according to their current occupation**

OCCUPATION	SUGGESTED PLACE TO MOVE TO FOR A DIFFERENT JOB						Total	
	within Rwanda	Other EAC countries	Other African counties	Out of Africa	Anywhere	Not stated		
Managers	45.5	9.1	1.3		42.9	1.3	100	77
Professionals	37.2	2.3			58.1	2.3	100	43
Technical and associate professionals	32.3	6.5			61.3		100	31
Clerical support workers	19.2	11.5			69.2		100	52
Services and sales workers	44.5	6.5	0.6	0.6	47.3	0.4	100	1587
Skilled agricultural, forestry and fishery workers	75.0				25.0		100	8
Craft and related trade workers	40.5	6.0	0.8	0.8	51.7	0.3	100	635
Plant and machine operators and assemblers	37.4	3.8			58.0	0.8	100	131
Elementary occupations	55.2	4.4	0.5		39.6	0.3	100	366
Not stated	100.0						100	1
Total	44.1	6.1	0.6	0.5	48.3	0.4	100	2931

**Table 4.6- 93: Percentage distribution of employees who do not want to move away by the first important reason, according to the current occupation**

OCCUPATION	REASON FOR NOT MOVING AWAY ( FIRST PRIORITY)								Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated		
Managers	71.8	10.3		2.6			15.4		100	39
Professionals	77.8				5.6	5.6	11.1		100	18
Technical and associate professionals	66.7	6.7	6.7		20.0				100	15
Clerical support workers	69.2	7.7		7.7		7.7	7.7		100	13
Services and sales workers	76.4	3.6	2.3	3.3	5.3	1.5	6.9	0.6	100	662
Skilled agricultural, forestry and fishery workers	66.7				33.3				100	3
Craft and related trade workers	68.2	2.5	2.5	5.7	8.9	2.5	8.3	1.3	100	157
Plant and machine operators and assemblers	65.7	2.9	2.9		20.0	5.7	2.9		100	35
Elementary occupations	63.2	2.9	1.5	4.4	12.5	1.5	13.2	0.7	100	136
Not stated	50.0						50.0		100	2
Total	72.8	3.6	2.1	3.6	7.2	1.9	8.1	0.6	100	1080

**Table 4.6- 94: Percentage distribution of employees who do not want to move away by the second important reason, according to the current occupation**

OCCUPATION	REASON FOR NOT MOVING AWAY (SECOND PRIORITY)							Group Total
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	
Managers	3.8	7.7	26.9	15.4	34.6	3.8	7.7	100 26
Professionals	22.2	33.3	11.1		22.2		11.1	100 9
Technical and associate professionals	7.7	7.7	7.7	7.7	15.4	15.4	38.5	100 13
Clerical support workers		12.5	37.5	12.5		25.0	12.5	100 8
Services and sales workers	4.9	11.4	16.5	25.7	29.1	7.0	5.5	100 474
Skilled agricultural, forestry and fishery workers				100.0				100 3
Craft and related trade workers	10.9	17.3	12.7	21.8	19.1	10.0	8.2	100 110
Plant and machine operators and assemblers	13.8	17.2	6.9	13.8	24.1	20.7	3.4	100 29
Elementary occupations	13.2	13.2	15.4	20.9	20.9	11.0	5.5	100 91
Total	7.2	12.7	15.7	23.3	26.0	8.5	6.6	100 763

**Table 4.6- 95: Percentage distribution of employees who do not want to move away by the third priority reason, according to the current occupation**

OCCUPATION	REASON FOR NOT MOVING AWAY ( THIRD PRIORITY)							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other		
Managers									
Professionals	20.0	7.1	14.3	28.6		35.7	14.3	100	14
Technical and associate professionals		25.0		60.0	75.0		20.0	100	5
Clerical support workers			20.0	20.0	40.0	20.0		100	5
Services and sales workers	4.6	3.1	8.5	22.8	25.9	26.3	8.9	100	259
Skilled agricultural, forestry and fishery workers		50.0			50.0			100	2
Craft and related trade workers	10.2	5.1	11.9	15.3	23.7	23.7	10.2	100	59
Plant and machine operators and assemblers	5.0	20.0	10.0	25.0	25.0	15.0		100	20
Elementary occupations	2.2	4.3	21.7	17.4	17.4	28.3	8.7	100	46
Total	5.1	4.8	10.6	22.2	23.4	25.4	8.5	100	414

**Table 4.6- 96: Percentage distribution of employees who want to move inside Rwanda or in EAC only by the first important reason, according to the current occupation**

OCCUPATION	REASON WHY FOR MOVING WITHIN RWANDA OR WITHIN EAC (FIRST PRIORITY)								Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	Not stated		
Managers	59.5	2.4	2.4	11.9	19.0		4.8		100	42
Professionals	47.1	5.9		11.8	17.6	11.8		5.9	100	17
Technical and associate professionals	58.3	8.3		16.7	16.7				100	12
Clerical support workers	50.0			25.0	12.5		6.3	6.3	100	16
Services and sales workers	51.2	5.9	1.9	21.4	13.5	1.6	3.7	0.9	100	810
Skilled agricultural, forestry and fishery workers	50.0	16.7			16.7		16.7		100	6
Craft and related trade workers	52.2	4.7	1.4	23.4	11.2	2.7	4.1	0.3	100	295
Plant and machine operators and assemblers	51.9	5.6		16.7	18.5	5.6	1.9		100	54
Elementary occupations	43.6	6.0	2.8	24.3	17.0	2.3	1.8	2.3	100	218
Not stated				100.0					100	1
Total	50.5	5.6	1.8	21.6	13.9	2.1	3.5	1.0	100	1471

**Table 4.6- 97: Percentage distribution of employees who want move inside Rwanda in EAC only by the second important reason, according to the current occupation**

OCCUPATION	REASON WHY FOR MOVING WITHIN RWANDA OR WITHIN EAC (SECOND PRIORITY)							Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack Certificate / Authorization	Other		
Managers	9.7	6.5	6.5	22.6	35.5	16.1	3.2	100	31
Professionals		15.4	15.4	30.8	7.7	15.4	15.4	100	13
Technical and associate professionals				30.0	50.0	10.0	10.0	100	10
Clerical support workers	22.2	11.1	22.2		22.2	11.1	11.1	100	9
Services and sales workers	9.1	13.5	6.3	26.3	31.0	11.2	2.6	100	651
Skilled agricultural, forestry and fishery workers				50.0	50.0			100	4
Craft and related trade workers	8.7	14.7	3.5	33.8	29.9	7.4	2.2	100	231
Plant and machine operators and assemblers	6.4	4.3	8.5	44.7	21.3	4.3	10.6	100	47
Elementary occupations	11.3	13.6	9.0	31.1	23.2	9.0	2.8	100	177
Not stated					100.0			100	1
Total	9.1	13.0	6.4	29.0	29.3	10.0	3.2	100	1174

**Table 4.6- 98: Percentage distribution of employees who want move inside Rwanda or in EAC only by the third important reason, according to the current occupation**

OCCUPATION	REASON WHY FOR MOVING WITHIN RWANDA OR WITHIN EAC (THIRD PRIORITY)						Group Total	
	Family / dependents / friends	Different culture	Too risky	Language problems	Lack skills / competence	Lack certificate / authorization	Other	
Managers	11.8			29.4	17.6	35.3	5.9	100 17
Professionals	20.0			20.0	20.0	20.0	40.0	100 5
Technical and associate professionals				14.3	28.6	57.1		100 7
Clerical support workers	33.3	33.3			33.3			100 3
Services and sales workers	5.1	3.7	5.7	17.0	27.3	35.2	6.0	100 352
Skilled agricultural, forestry and fishery workers				33.3	33.3	33.3		100 3
Craft and related trade workers	8.5	7.0	10.1	21.7	21.7	28.7	2.3	100 129
Plant and machine operators and assemblers	15.4	3.8	7.7	11.5	23.1	34.6	3.8	100 26
Elementary occupations	4.9	5.9	7.8	18.6	27.5	32.4	2.9	100 102
Total	6.5	4.7	6.7	18.3	25.5	33.5	4.8	100 644



## **Annexes**

## *Annex 1: Precision estimates*

### **5.4: Employee formal**

**Table 5.4- 1: Percentage distribution of employee by nature of employment contract**

Nature of employment contract	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Permanent worker	88.4	0.2	88.0	88.7	0.00	0.81
Temporary worker(possibility of renewal)	5.6	0.2	5.3	6.0	0.03	1.02
Casual worker	0.1	0.0	0.1	0.2	0.15	0.64
Seasonal worker	1.0	0.1	0.9	1.1	0.05	0.56
Daily worker	4.6	0.1	4.4	4.8	0.02	0.35
Other (specify)	0.3	0.0	0.2	0.3	0.13	0.97
Missing value	0.0	0.0	0.0	0.0	0.01	0.00

**Table 5.4- 2: Estimation of total number of employee by nature of employment contract**

Nature of employment contract	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Permanent worker	93885	1010	91904	95866	0.01	18.21
Temporary worker(possibility of renewal)	5977	175	5635	6319	0.03	1.05
Casual worker	147	22	104	190	0.15	0.63
Seasonal worker	1083	56	974	1193	0.05	0.57
Daily worker	4872	82	4711	5034	0.02	0.28
Other (specify)	282	37	209	354	0.13	0.96
Not stated	5	0	5	5	0.00	.
Total	106252	1041	104211	108292	0.01	.

**Table 5.4- 3: Estimation of total number of employee by occupation**

Occupation	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Managers	11281	228	10834	11727	0.02	1.00
Professionals	18014	289	17446	18581	0.02	1.09
Technical and associate professionals	22551	316	21930	23172	0.01	1.10
Clerical support workers	6929	199	6540	7319	0.03	1.19
Services and sales workers	18773	542	17710	19836	0.03	3.71
Craft and related trade workers	5531	258	5026	6036	0.05	2.47
Plant and machine operators and assemblers	4736	182	4380	5093	0.04	1.42
Elementary occupations	18427	228	17979	18875	0.01	0.67
Not specified	22	8	6	39	0.37	0.61
Total	106264	1041	104222	108306	0.01	.

## 5.5: Employee education

**Table 5.5- 1: Percentage distribution of employee by nature of employment contract**

Nature of employment contract	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Permanent worker	93.0	0.4	92.1	93.8	0.00	0.85
Temporary worker (possibility of renewal)	5.3	0.4	4.6	6.1	0.07	0.83
Casual worker	0.2	0.1	0.1	0.5	0.55	1.40
Seasonal worker	0.7	0.1	0.6	1.0	0.14	0.44
Daily worker	0.6	0.1	0.4	0.9	0.23	0.87
Other	0.3	0.1	0.1	0.5	0.31	0.74

**Table 5.5- 2: Estimation of total number of employee by nature of employment contract**

Nature of employment contract	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Permanent worker	76724	1524	73729	79719	0.02	15.58
Temporary worker (possibility of renewal)	4344	312	3732	4957	0.07	0.85
Casual worker	130	72	-11	270	0.55	1.42
Seasonal worker	605	86	436	774	0.14	0.44
Daily worker	462	107	252	671	0.23	0.89
Other (specify)	219	68	87	352	0.31	0.75
Total	82484	1583	79375	85593	0.02	.

## 5.6: Employee informal

**Table 5.6- 1: Percentage distribution of employee by nature of employment contract**

Nature of employment contract	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Permanent worker	83.6	1.0	81.5	85.4	0.01	3.13
Temporary worker(possibility of renewal)	9.3	0.6	8.1	10.6	0.07	2.09
Casual worker	0.3	0.1	0.2	0.5	0.30	1.18
Seasonal worker	0.5	0.1	0.3	0.8	0.27	1.60
Daily worker	5.7	0.8	4.3	7.3	0.13	4.67
Other (specify)	0.6	0.1	0.4	1.0	0.21	1.23
Not stated	0.0	0.0	0.0	0.2	0.66	0.92

**Table 5.6- 2Percentage distribution of employee by occupation**

Occupation	Estimate	Standard Error	95% Confidence Interval		Coefficient of Variation	Design Effect
			Lower	Upper		
Managers	2.83	0.26	2.36	3.39	0.09	1.09
Professionals	1.46	0.19	1.13	1.88	0.13	1.10
Technical and associate professionals	1.09	0.17	0.80	1.48	0.16	1.19
Clerical support workers	1.68	0.23	1.28	2.20	0.14	1.45
Services and sales workers	56.17	1.89	52.43	59.84	0.03	6.38
Skilled agricultural, forestry and fishery workers	0.27	0.09	0.14	0.52	0.34	1.37
Craft and related trade workers	19.52	1.55	16.65	22.74	0.08	6.72
Plant and machine operators and assemblers	4.08	1.30	2.17	7.54	0.32	18.90
Elementary occupations	12.85	1.13	10.78	15.23	0.09	5.01
Not stated	0.07	0.05	0.02	0.27	0.71	1.50

***Annex 2: Questionnaires***

REPUBLIC OF RWANDA



SAMPLE CODE:

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FICHE NUMBER:

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NATIONAL INSTITUTE OF STATISTICS OF RWANDA  
MINISTRY OF PUBLIC SERVICE AND LABOUR  
RWANDA NATIONAL MANPOWER SURVEY

## EMPLOYEES MODULE (formal)

Zone Number.....

**Confidentiality Note**

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law individual data are kept confidential and will not be disclosed for any reason what so ever.

1. STRATUM :

1. PUBLIC	2. PRIVATE FORMAL
4. EDUCATION	5. HEALTH

2. OCCUPATION LEVEL:

1. High	2. Medium	3. Low	4. Unspecified
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3. INTERVIEW RESULTS



0050	A.Visit 1	B.Visit 2	C.Visit 3	D.Reason of non response
	Date : ...../...../.....	Date : ...../...../.....	Date : ...../...../.....	
	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Non response → D 4. Posponed 5. Other (specify)	1.Refused 2.No contact 3.Not eligible 4.Other (Specify)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. NAMES AND SIGNATURE OF SURVEYS STAFFS

Name of the interviewer: .....	Name of the Field Editor: .....	Name of the Team Leader .....	Name of coder: .....	Name of the Data entry clerk: .....
Date of the interview: / / / / / /	Editing date: / / / / / /	Date: / / / / / /	Coding date: / / / / / /	Data entry date: / / / / / /
Signature:	Signature:	Signature:	Signature:	Signature:

5. ADDRESS/ LOCATION OF THE ESTABLISHMENT

5-1. PROVINCE / KIGALI CITY: .....

5-2. DISTRICT.....

5-3. SECTOR.....

5-4. CELL.....

5-5. VILLAGE.....

5-6. ESTABLISHMENT NAME: .....

5-7. ESTABLISHMENT PHONE NUMBER/THE MANAGER .....

5.8. E\_MAIL ADDRESS (OFFICE).....

SECTION A . GENERAL PERSONAL INFORMATION

No.	Question	Answers	Code	Go to
M2:A010	Name of respondent	.....		
M2:A011 (option)	Phone number	.....		
M2:A012 (option)	Email adress	.....		
M2:A020	Sex	1. Female 2. Male	<input type="text"/>	
M2:A030	Age in compl. years		<input type="text"/> <input type="text"/>	
M2:A040	Marital status	1. Single/Never married 2. Married 3. Separated 4. Divorced 5. Widowed	<input type="text"/>	
M2:A050	Nationality (country codes for office use)	1. Burundian 2. Kenyan 3. Rwandan 4. Tanzanian 5. Ugandan 6. The rest of Africa (specify) 7. The rest of the world (specify)	<input type="text"/>	
M2:A060	Do you have any disability?	1. Yes 2. No	<input type="text"/>	If 2 → B010
M2:A070	If Yes, what type of disability	1. Sight (blind/severe visual limitation) 2. Hearing (deaf, hard of hearing) 3. Communicating (speech impairment) 4. Other Physic. desability/physical handic. 5. Intellectual (difficulties in learning) /mental problem 6. Emotional (behavioural, psycholog.) 7. Other (specify)	<input type="text"/>	

**SECTION B. NATURE OF CURRENT EMPLOYMENT**

No.	Question	Answers	Code	Go to
M2: B010	What is your current main occupation / job title?	..... ..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>ISCO(2008)-Level 4 for office use</i>	
M2: B011 (option)	What is the nature of your employment contract?	1. Permanent worker 2. Temporary worker(possibility of renewal) 3. Casual worker 4. Seasonal worker 5. Daily worker 6 Other (specify).....	<input type="checkbox"/>	
M2: B020	What is the type of contract of your main employment?	1. Written contract 2. Oral contract 3. No contract 4. Do not know / not sure 6. Under Statute 5. Other (specify).....	<input type="checkbox"/>	
M2: B021 (option)	In which way did you get the current job?	1. Passed test and appointed 2. Through relatives/friends 3. Head hunting 4. Nominated 5. Elected 6. Other (specify).....	<input type="checkbox"/>	
M2: B030	When did you start working for this organization?	(yyyy)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M2: B031 (option)	Does your current job match your official education / training (certificate / degree)?	1. Yes 2. No (other job than qualific.) 3. No (lower level than qualific.) 4. No (higher level than qualific.) 5. Not applicable (no training)	<input type="checkbox"/>	
M2: B040	Is this your first employment in Rwanda after reaching 15 years?	1. Yes 2. No	<input type="checkbox"/>	If 1 → B110
M2: B050	What kind of establishment did you work for before joining your current employer?	1=Ministry and other institutions 2=Parastatal 3=Company 4=Co-operative 5=NGO/CSO/CBO 6=Other (specify).....	<input type="checkbox"/>	
M2: B051 (option)	What was your employment status?	1. Own account worker 2. Employer 3. Employee 4. Unpaid family worker	<input type="checkbox"/>	
M2: B060	What was the establishment's main economic activity?	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>ISIC for office use</i>	
M2: B070	What was your occupation?	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <i>ISCO-Level 4 for office use</i>	
M2: B080	How long did you work in the previous job?		Years <input type="checkbox"/> <input type="checkbox"/>	

M2: B090	What was the main reason you left your previous job?	1. Under payment 2. Late payment 3. Physical/social harassment 4. Poor working conditions 5. Marital/family commitments 6. Going back to school/training 7. Restructuring 8. Others (specify).....	<input type="checkbox"/> .....									
M2: B100 (option)	How long have you worked in each of the indicated sector? (after reaching 15 year old age)	1=Ministry and other institutions 2=Parastatal 3=Company 4=Co-operative 5=NGO/CSO/CBO 6=Other (specify).....	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><th>Years</th></tr> <tr><td><input type="checkbox"/></td></tr> </table>	Years	<input type="checkbox"/>							
Years												
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<input type="checkbox"/>												
<input type="checkbox"/>												
M2: B101 (option)	Did your first job match your education?	1. Yes matched 2. No	<input type="checkbox"/>									
M2: B110 (option)	What was your highest level of education when you first enter the labour market? (after reaching 15 year old age)	1. No education 2. Primary 3. Vocational training/Tronic commun/A3/TVET,.... 4. Secondary 5. Tertiary	<input type="checkbox"/>	If 1 or 2 → B140								
M2: B120 (option)	Indicate the year of your graduation before entering the labour market for the first time.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>									
M2: B140 (option)	How long did it take you to find your first job?	If less than 1 Year write 00 and write in months	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><th>Years</th></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> </table> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><th>Months</th></tr> <tr><td><input type="checkbox"/></td></tr> <tr><td><input type="checkbox"/></td></tr> </table>	Years	<input type="checkbox"/>	<input type="checkbox"/>	Months	<input type="checkbox"/>	<input type="checkbox"/>			
Years												
<input type="checkbox"/>												
<input type="checkbox"/>												
Months												
<input type="checkbox"/>												
<input type="checkbox"/>												

### SECTION C. FORMAL EDUCATION BACKGROUND

No.	Question	Answers	Code	Go to
M2: C010	What is the highest level of formal education you have completed?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09.Primary 11. Other (specify) 10. None .....	<input type="checkbox"/> <input type="checkbox"/>	If 8,9,10 , 11 → C030
M2: C020	Please indicate the field of specialization	..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCED Code-Level 3 for office use

		.....		
M2: C021 (option)	Where did you got your highest level of education?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="checkbox"/>	
M2: C030	Are you currently enrolled for further training (formal Education)?	1. Yes 2. No	<input type="checkbox"/>	If 2 → D010
M2 C040	Please indicate the field/type of training you are enrolled for	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCED Code-Level 3 for office use
M2 C041	What is the anticipated qualification you are expecting after finishing the training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None 12.Certificate 11. Other (specify)	<input type="checkbox"/> <input type="checkbox"/>	

#### SECTION D. VOCATIONAL TRAINING / OTHER TRAINING / TYPE OF TRAINING UNDERTAKEN IN THE PAST

No.	Question	Answers	Code	Go to
M2:D010	Have you received any other kind of training since you joined your current employer?	1. Yes 2. No	<input type="checkbox"/>	If 2 → D072
M2:D020	What was the major field of training? (Please indicate the training you consider the most important to you)	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCED Code-Level 3 for office use
M2:D030	Year of Training		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M2:D040	What was the mean of training?	1. Apprenticeship 2. Formal training institution 3. On the Job 4. Other (specify)	<input type="checkbox"/>	
M2:D050	Duration in months		<input type="checkbox"/> <input type="checkbox"/>	
M2:D060	What is your qualification from the additional training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None	<input type="checkbox"/> <input type="checkbox"/>	

		12. Certificate 11. Other (specify) .....		
M2:D070	Where were you trained?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="checkbox"/>	
M2:D071 (option)	Did that training improve your performance?	1. Yes 2. No	<input type="checkbox"/>	→ D 073
M2:D072 (option)	If you did not take part in any training, please indicate why.	1. No training policy 2. No training for my job profile 3. Not offered to me personally 4. Offered to me, but refused 5. No need 6. Other (specify) .....	<input type="checkbox"/>	
M2:D073 (option)	Are employees involved in designing training plans?	1. Yes 2. No	<input type="checkbox"/>	
M2:D080	Do you need any specific skills to improve your performance at your current job?	1. Yes 2. No	<input type="checkbox"/>	If 2 → D100
M2:D090	In which area do you need specific skills? .....		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M2:D100 (option)	Indicate languages you can speak and write  1=Proficient 2=Good 3=Basic 4=None .....	1. English 2. French 3. Kinyarwanda 4. Swahili 5. Other languages(specify)	Speak 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/>	Write 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/>

#### SECTION E. PERFORMANCE APPRAISAL

No.	Question	Answers	Code	Go to
M2:E010	Normally, how often is your performance appraised?	1. Never 2. Monthly 3. Quarterly 4. Bi-Annually 5. Annually 6. Ad hoc 7. Don't know	<input type="checkbox"/>	If 1 → F010
M2:E011 (option)	Who appraises your performance?	1. General manager/director 2. HR officer 3. Departmental head 4. Immediate supervisor 5. Consultant 6. Panel 7. Other (specify) .....	<input type="checkbox"/>	
M2:E012 (option)	Has your performance been appraised since you began	1. Yes	<input type="checkbox"/>	If 2 → F010

	working for this establishment?	2. No		
M2:E020	Do you receive a feedback?	1. Yes 2. No	<input type="checkbox"/>	

## SECTION F. CAREER GROWTH

No.	Question	Answers	Code	Go to
M2:F010	Have you ever been promoted since you joined your current employer?	1. Yes 2. No	<input type="checkbox"/>	If 2 → G010
M2:F020	How long ago is your last promotion?	(If less than 1 year write in months)	Year <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>

## **SECTION G. WORKING TERMS AND CONDITIONS**

No.	Question	Answers	Code	Go to
M2:G010	How many hours do you usually work in a week?		<input type="checkbox"/> <input type="checkbox"/>	
M2:G020	Are you entitled to annual leave days?	1. Yes 2. No	<input type="checkbox"/>	If 2 → G040
M2:G030	How many calendar days per year?		Calendar days Working days <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M2:G040	How long does it take you to reach your workplace?	1. Less than 10 minutes 2. 10 – 20 minutes 3. 21 – 30 minutes 4. More than 30 minutes	<input type="checkbox"/>	
M2:G050	What is the main mode of transport you use to reach your workplace?	1. Public transport (taxi, bus) 2. Office transport 3. On foot 4. Own transport 5. Hired (Car, Motor cycle, bicycle) 6. Other (specify) .....	<input type="checkbox"/>	
M2:G060	Are you entitled to medical care assistance from your employer?	1. Yes 2. No	<input type="checkbox"/>	If 2 → G080
M2:G061 (Option)	To what extent does it cover your medical expenses?	1. Partially 2. Totally	<input type="checkbox"/>	
M2:G070	Does the assistance extend to your family?	1. Yes 2. No	<input type="checkbox"/>	
M2:G080	Do you get the following benefits from your employer?  (Mult. answers.)  (Read all and Ask each then respond by 1=Yes all 2= Yes partially 3= No)	1. Clothing/Uniform 2. Protective gear 3. Accommodation 4. Transport 5. Pay to and from annual leave 6. Food 7. Free education for dependants 8. Maternal and paternal leave 9. Health and safety 10. Terminal benefits 11. Any other (specify)  1=Yes all 2= Yes partially 3= No .....	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> 9. <input type="checkbox"/> 10. <input type="checkbox"/> 11. <input type="checkbox"/>	

M2:G090 (option)	How often does your salary get increased?	1. Every year 2. Once every three years 3. Once over three years 4. No increase 5. Doesn't know 6. No remuneration	<input type="checkbox"/>	If 4,5 and 6 go to HO10
M2:G091 (option)	Is your salary annually adjusted for inflation?	1. Yes, always 2. Yes, sometimes 3. No 4. Don't know	<input type="checkbox"/>	

#### SECTION H. LABOUR RIGHTS AND RELATED ISSUES

No.	Question	Answers	Code	Go to
M2:H010	Are you a member of any trade union or any other collective bargaining association?	1. Yes 2. No	<input type="checkbox"/>	If 1 → H021
M2:H020	If No, why?	1. Employer does not allow 2. I do not know any union 3. Unions do not help 4. Other (specify)	<input type="checkbox"/> .....	
M2:H021 (option)	Is your employer contributing regularly to the social security fund for you?	1. Yes 2. No 3. Don't know	<input type="checkbox"/>	
M2:H030 (option)	Does any of your activities expose you to any of the following? (Mult. answers.)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Extreme Dust, toxic gases 2. Extreme Noise 3. Extreme temperat. / humidity 4. Dangerous tools/animals 5. Work underground 6. Other (specify)  1 = Yes      2 = No	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> .....	

#### SECTION I. CHALLENGES AT WORKPLACE

Nº	Question	Answers	Code	Go to
M2:I010	Do you face any of the following challenges at work?  (Mult. answers.)  (Read all and Ask each then respond by 1=Yes or 2=No)	01. Verbal abuse 02. Physical abuse 03. Sexual harassment 04. Neglect 05. Non payment of salary 06. Non payment of other benefits 07. Delayed payments of salary 08. Delayed payments of benefits 09. Underpayment of salary 10. Fatigue 11. Excess workload/hours	01. <input type="checkbox"/> 02. <input type="checkbox"/> 03. <input type="checkbox"/> 04. <input type="checkbox"/> 05. <input type="checkbox"/> 06. <input type="checkbox"/> 07. <input type="checkbox"/> 08. <input type="checkbox"/> 09. <input type="checkbox"/>	If 2 to all → J010

		12. Dependents 13. Discrimination (specify)..... 14. Other (specify)..... <b>1=Yes            2=No</b>	10. <input type="text"/> 11. <input type="text"/> 12. <input type="text"/> 13. <input type="text"/> 14. <input type="text"/>	
M2:I020 (option)	<b>How do you react to such challenges / problems?</b>  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Inform HR management 2. Take painkillers 3. Talk to family members 4. Talk to supervisor 5. Inform police/lawyers 6. Inform manager/directors 7. Talk to friend 8. Ignore them 9. Inform the Labour Inspector 10. Ombudsman 11. Public Service Commission 12. Other (specify)  <b>1=Yes            2=No</b>	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 9. <input type="text"/> 10. <input type="text"/> 11. <input type="text"/> 12. <input type="text"/>	

#### SECTION J. GENDER

No.	Question	Answers	Code	Go to
M2:J010	<b>Does your organization have a gender policy?</b>	1. Yes 2. No 3. Don't know	<input type="text"/>	
M2:J020	<b>Does your organisation practice any form of preferential treatment due to sex?</b>	1. Yes 2. No 3. Don't know	<input type="text"/>	If 2,3 ➔ J040
M2:J030	<b>Does this practice involve the following policy?</b>  (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No and 3= Don't know)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 5. Maternity leave 6. Differential retirement age 7. Preferential payment 8. Others (specify)  <b>1=Yes or 2=No and 3= Don't know</b>	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/>	
M2:J040	<b>In your opinion should any/your establishment have the following policy?</b>  (Mult. answers,) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 6. Differential retirement age 7. Preferential payment 8. Others (specify)  <b>1=Yes            2=No</b>	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/>	

#### SECTION K. USE OF ICT

No.	Question	Answers	Code	Go to
M2:K010	<b>Has your organization introduced the use of ICT?</b>	1. Yes 2. No	<input type="text"/>	If 2 ➔ L010

M2:K020	<p><b>Please indicate where it is being used for the following activities.</b> (Mult. answers,)  <b>(Read all and Ask each then respond by 1=Yes or 2=No)</b></p>	<p>1. Production 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Budgeting 7. Others (specify) 8. Recruitment</p> <p><b>1=Yes      2= No</b></p>	<p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/></p> <p>.....</p>	
M2:K030	<p><b>In your opinion how has the use of modern technology and ICT affected the following?</b>  <b>1=Increased/improved 2=Decreased 3=No effect 0= Don't know 4= Not applicable</b></p>	<p>1. Production 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Budgeting 7. Others (specify) 8. Recruitment</p>	<p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/></p> <p>.....</p>	
M2:K040	<p><b>In your establishment do you personally have access to the following?</b> (Mult. answers,)  <b>(Read all and Ask each then respond by 1=Yes or 2=No)</b></p>	<p>1. Individual Computer 2. Shared computer 3. Private access to email 4. Common access to email 5. Access to internet 6. Others (specify)</p> <p><b>1=Yes      2=No</b></p>	<p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/></p> <p>.....</p>	
M2:K050	<p><b>In your day to day work do you need the following to perform your duties?</b> (Mult. answers,)  <b>(Read all and Ask each then respond by 1=Yes or 2=No)</b></p>	<p>1. Individual Computer 2. Shared computer 3. Private access to email 4. Common access to email 5. Access to internet 6. Others (specify).</p> <p><b>1=Yes      2=No</b></p>	<p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/></p> <p>.....</p>	If 2 to all, go to L010
M2:K060 (option)	<b>Do you feel properly equipped to make fully use of the potential of ICT at your workplace?</b>	<p>1. Yes 2. No, lack of skills 3. No, lack of enough equipment 4. No Lack of skills and equipment</p>	<input type="text"/>	

#### SECTION L. EARNINGS

No.	Question	Answers	Code	Go to
M2:L010	<b>What is your monthly gross earnings including allowances?</b>	(Please record "0" if you don't get payment). Record in FRW	<input type="text"/>	If 0 ➔ L030

M2:L011 (option)	What is your monthly net earnings?	Record in FRW	<input type="checkbox"/>	
M2:L020	What is the mode of your monthly payment?	1. Paid to me directly/my bank 2. Paid to my spouse 3. Paid to my relatives 4. Paid to employment agent 5. Paid to school/TVET institute 6. Others (specify) .....	<input type="checkbox"/>	
M2:L030	Do you have another occupation / job/employment?	1. No 2. Yes, another employment 3. Yes, another business (self-empl.) 4. Yes, farming	<input type="checkbox"/>	If 1 → M010
M2:L040	If yes, what kind of occupation / job	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCO Code
M2:L050 (option)	What is your average annual gross income from all additional job(s)?	(Record in FRW)	<input type="checkbox"/>	

#### SECTION M. HIV/AIDS AT WORKPLACE

No.	Question	Answers	Code	Go to
M2:M010	Do you have an HIV / AIDS policy at workplace?	1. Yes 2. No 3. Don't know	<input type="checkbox"/>	If 2 or 3 go to N020
M2:M020	Does the HIV / AIDS workplace policy entail/contain the following  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. VCT services 2. Free ARVs for HIV+ workers 3. Free condom distribution 4. Free food for HIV+ workers 5. Others (specify)  1=Yes 2=No 3= Doesn't know	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/>	

#### SECTION N. JOB SEARCH AND CANDIDATE PREFERENCES (option)

No.	Question	Answers	Code	Go to
M2:N020	Are you currently looking for a different job?	1. Yes 2. No	<input type="checkbox"/>	If No → N060
M2:N030	If Yes, which occupations are you targeting?  (List up to two)	..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCO Codes for office use
M2:N050	How do you search for jobs?  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Word of mouth/family/friends 2. Unsolicited / passing-by 3. Internet, media 4. LMIS 5. Job agents / bureaus 6. Training institutions 7. Other (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/>	

		1 =Yes 2 = No	.....	
M2:N060	<b>Do you want to move away from your current residence to search for a new job?</b>	1. Yes 2. No	<input type="checkbox"/>	If 2 → N090
M2:N070	<b>Why are you willing to move?</b>	1. Better salary/ rel benefits 2. Better working conditions 3. Exposure 4. Security 5. Other(specify)	<input type="checkbox"/> .....	
M2:N080	<b>Where do you want to move to?</b>	1. within Rwanda 2. Other EAC countries 3. Other African counties/Rest of Africa 4. Out of Africa 5. Anywhere	<input type="checkbox"/>	IF 1 OR 2 GO TO N091  IF 3,4 OR 5, END
M2:N090	<b>If you don't want to move, please indicate why</b>  (Mult. answers,)  <b>(Read all and Rank 3 most important)</b>	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> .....	<b>End of interview</b>
M2:N091	<b>If you only want to move within Rwanda or within EAC, please indicate why</b>  (Mult. answers,)  <b>(Read all and Rank 3 most important)</b>	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> .....	<b>End of interview</b>

*End of interview*

**THANK YOU**

REPUBLIC OF RWANDA



SAMPLE CODE

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

FICHE NUMBER:

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

NATIONAL INSTITUTE OF STATISTICS OF RWANDA  
MINISTRY OF PUBLIC SERVICE AND LABOUR

RWANDA NATIONAL MANPOWER SURVEY

**EMPLOYEES MODULE (Informal)**

Zone Number.....

<input type="text"/>	<input type="text"/>
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**Confidentiality Note**

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law individual data are kept confidential and will not be disclosed for any reason what so ever.

2. OCCUPATION LEVEL:

1. High                    2. Medium                    3. Low                    4. Unspecified

<input type="text"/>
----------------------

3. INTERVIEW RESULTS

0050	A.Visit 1	B.Visit 2	C.Visit 3	D.Reason of non response
	Date : ...../...../.....	Date : ...../...../.....	Date : ...../...../.....	
	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Non response → D 4. Posponed 5. Other (specify)	1.Refused 2.No contact 3.Not eligible 4.Other (Specify)
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. NAMES AND SIGNATURE OF SURVEYS STAFFS

Name of the interviewer: .....	Name of the Field Editor: .....	Name of the Team Leader .....	Name of coder: .....	Name of the Data entry clerk: .....
Date of the interview: / / / / / /	Editing date: / / / / / /	Date: / / / / / /	Coding date: / / / / / /	Data entry date: / / / / / /
Signature:	Signature:	Signature:	Signature:	Signature:

5. ADDRESS/ LOCATION OF THE ESTABLISHMENT

5-1. PROVINCE /KIGALI CITY: .....

5-2. DISTRICT.....


5-3. SECTOR.....

--	--

5-4. CELL.....

--	--

5-5. VILLAGE.....

--	--

5-6. ESTABLISHMENT NAME: .....

5-7. ESTABLISHMENT PHONE NUMBER/THE MANAGER .....

5.8. E-MAIL ADDRESS (OFFICE).....

SECTION A . GENERAL PERSONAL INFORMATION

No.	Question	Answers	Code	Go to
M52:A010	Name of respondent	.....		
M52:A11 (option)	Phone number	.....		
M52:A12 (option)	Email adress	.....		
M52:A020	Sex	1. Female 2. Male	<input type="checkbox"/>	
M52:A030	Age in completed years		<input type="checkbox"/> <input type="checkbox"/>	
M52:A040 (option)	Marital status	1. Single/Never married 2. Married 3. Separated 4. Divorced 5. Widowed	<input type="checkbox"/>	
M52:A050	Nationality	1. Burundian 2. Kenyan 3. Rwandan 4. Tanzanian 5. Ugandan 6. The rest of Africa (specify) 7. The rest of the world (specify)	<input type="checkbox"/>	
M52:A060	Do you have any disability?	1. Yes 2. No	<input type="checkbox"/>	If 2 → B010
M52:A070	If Yes, what type of disability?	8. Sight (blind/severe visual limitation) 9. Hearing (deaf, hard of hearing) 10. Communicating (speech impairment) 11. Other Physic. desability/physical handic. 12. Intellectual (difficulties in learning) /mental problem 13. Emotional (behavioural, psycholog.) 14. Other (specify)	<input type="checkbox"/>	

**SECTION B. NATURE OF CURRENT EMPLOYMENT**

No.	Question	Answers	Code	Go to
M52:B010	What is your current main occupation / job title?	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>ISCO (2008)-Level 4 for office use</i>
M52:B020	What is the nature of your employment contract?	1. Permanent worker 2. Temporary worker(possibility of renewal) 3. Casual worker 4. Seasonal worker 5. Daily worker 6. Other (specify) .....	<input type="checkbox"/>	
M52:B030	What is the type of contract of your main employment?	1. Written contract 2. Oral contract 3. No contract 4. Do not know / not sure 5. Other (specify) .....	<input type="checkbox"/>	
M52:B040	When did you start working for this organization?	( yyyy)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M52:B041 (option)	Does your current job match your official education / training (certificate / degree)?	5. Yes 6. No (other job than qualif.) 7. No (lower level than qualif.) 8. No (higher level than qualif.) 5. Not applicable (no training)	<input type="checkbox"/>	
M52:B050	Is this your first employment in Rwanda (since reaching 15 years)?	1. Yes 2. No	<input type="checkbox"/>	If 1 → B110
M52:B060	What kind of establishment did you work for before joining your current employer?	1=Ministry and other institutions 2= Parastatal 3= Company 4= Co-operative 5= NGO/CSO/CBO 6= Other (specify) .....	<input type="checkbox"/>	
M52:B061 (option)	What was your employment status?	3. Own account worker 4. Employer 3. Employee 4. Unpaid family worker	<input type="checkbox"/>	
M52:B070	What was the institution's / establishment's main economic activity?	..... ..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>ISIC-Level 4 for office use</i>
M52:B080	What was your occupation?	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<i>ISCO-Level 4 for office use</i>
M52:B090	How long did you work in the previous job?	Write 00 if less than 1 year	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Years

M52:B100	What was the main reason you left your previous job?	1. Under payment 2. Late payment 3. Physical/social harassment 4. Poor working conditions 5. Marital/family commitments 6. Going back to school/training 7. Restructuring 8.Others (specify)	<input type="text"/> .....														
M52:B101 (option)	How long have you worked in each of the indicated sector? (after reaching 15 years old or above)	1=Ministry and other institutions 2= Parastatal 3= Company 4= Co-operative 5= NGO/CSO/CBO 6= Other (specify)	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Years</td></tr> <tr><td>1.</td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td></tr> <tr><td>3.</td><td><input type="text"/></td></tr> <tr><td>4.</td><td><input type="text"/></td></tr> <tr><td>5.</td><td><input type="text"/></td></tr> <tr><td>6.</td><td><input type="text"/></td></tr> </table>	Years	1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>	6.	<input type="text"/>	
Years																	
1.	<input type="text"/>																
2.	<input type="text"/>																
3.	<input type="text"/>																
4.	<input type="text"/>																
5.	<input type="text"/>																
6.	<input type="text"/>																
M52:B102 (option)	Did your first job match your education?	1. Yes 2. No	<input type="text"/>														
M52:B110	What was your highest level of education when you first entered the labour market? (after reaching 15 years old or above)	6. No education 7. Primary 8. Middle secondart (O Level, A3, VTC) 9. Secondary 10. Tertiary	<input type="text"/>	If 1 or 2 → B140													
M52:B120 (option)	Indicate the year of your graduation before entering the labour market for the first time.		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>														
M52:B140 (option)	How long did it take you to find your first job since turning 15?	Write 00 in months if less than 1 year	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Years</td></tr> <tr><td><input type="text"/></td></tr> </table> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td>Months</td></tr> <tr><td><input type="text"/></td></tr> </table>	Years	<input type="text"/>	Months	<input type="text"/>										
Years																	
<input type="text"/>																	
Months																	
<input type="text"/>																	

### SECTION C. FORMAL EDUCATION BACKGROUND

No.	Question	Answers	Code	Go to
M52:C010	What is the highest level of formal education you have completed?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09.Primary 11. Other (specify) 10. None	<input type="text"/> .....	If 8,9,10,11 → C030
M52:C020	Please indicate the field of Specialization	..... ..... .....	<input type="text"/> <input type="text"/> <input type="text"/>	ISCED Code for office use

M52:C021 (option)	Where did you got your highest level of education?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="checkbox"/>	
M52:C030	Are you currently enrolled for further training?	1. Yes 2. No	<input type="checkbox"/>	If 2 → D010
M52:C040	Please indicate the field/type of training you are enrolled for.	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/>	ISCED Code for office use
M52:C041 (Option)	What is the anticipated qualification you are expecting after finishing the training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None 12.Certificate 11. Other (specify) .....	<input type="checkbox"/> <input type="checkbox"/>	

#### SECTION D. VOCATIONAL TRAINING / OTHER TRAINING / TYPE OF TRAINING

No.	Question	Answers	Code	Go to
M52:D010	Have you received any kind of training since you joined your current employer?	1. Yes 2. No	<input type="checkbox"/>	If 1 → D012
M52:D011 (option)	If you did not take part in any training, please indicate why.	1. No training policy 2. No training for my job profile 3. Not offered to me personally 4. Offered to me, but refused 5. No need 6. Other (specify) .....	<input type="checkbox"/>	→ D060
M52:D012 (option)	Year of Training		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M52:D020	What was the mean of training?	1. Apprenticeship 2. Formal institution 3. On the Job 4. Other (specify) .....	<input type="checkbox"/>	
M52:D030	Duration in months		<input type="checkbox"/> <input type="checkbox"/>	
M52:D040	What is your qualification from the additional training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None 12.Certificate	<input type="checkbox"/> <input type="checkbox"/>	

		11. Other (specify)	.....	
M52:D041 (option)	In which field of training?	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCED Code for office use
M52:D050	Where were you trained?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="checkbox"/>	
M52:D051 (option)	Did that training improve your performance?	1. Yes 2. No	<input type="checkbox"/>	
M52:D052 (option)	Are employees involved in designing training plans?	1. Yes 2. No	<input type="checkbox"/>	
M52:D060	Do you need any specific skills to improve your performance at your current job?	1. Yes 2. No	<input type="checkbox"/>	If 2 → D100
M52:D070	In which area do you need specific skills?	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCED Code for office use
M52:D100 (option)	Indicate languages you can speak and write  1=Proficient 2=Good 3=Basic 4=None	1. English 2. French 3. Kinyarwanda 4. Kiswahili 5. Other languages(specify) .....	Speak 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/>	Write 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/>

#### SECTION E. WORKING TERMS AND CONDITIONS

No.	Question	Answers	Code	Go to
M52:E010	How many hours do you usually (on average ) work in a week?		<input type="checkbox"/> <input type="checkbox"/>	
M52:E020	Are you entitled to annual leave days?	1. Yes 2. No	<input type="checkbox"/>	If 2 → E031
M52:E030	How many calendar days per year?		Calendar days <input type="checkbox"/> <input type="checkbox"/> Working days <input type="checkbox"/> <input type="checkbox"/>	
M52:E031 (option)	How long does it take you to reach your workplace?	1. Less than 10 minutes 2. 10 – 20 minutes 3. 21 – 30 minutes 4. More than 30 minutes	<input type="checkbox"/>	
M52:E040	What is the main mode of transport you use to reach your workplace?	1. Public transport (taxi, bus) 2. Office transport 3. On foot 4. Own transport 5. Hired (Car,Motor cycle,bicycle) 6. Other (specify) .....	<input type="checkbox"/>	
M52:E041 (option)	Are you entitled to medical care assistance from your employer?	1. Yes 2. No	<input type="checkbox"/>	If 2 → E050

M52:E042	To what extent does it cover your medical expenses?	3. Partially 4. Totally	<input type="checkbox"/>	
M52:E043	Does the assistance extend to your family?	1. Yes 2. No	<input type="checkbox"/>	
M52:E050	Does any of your activities expose you to any of the following?  (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Extreme Dust, toxic gases 2. Extreme Noise 3. Extreme temperat. / humidity 4. Dangerous tools/animals 5. Work underground 6. Other (specify)  1=Yes      2=No	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/>	
M52:E060	Do you get the following benefits from your employer?  (Mult. answers.) (Read all and Ask each then respond by 1=Yes all, 2=Yes partially or 3=No)	01. Clothing/Uniform 02. Protective gear 03. Accommodation 04. Transport 05. Pay to and from annual leave 06. Food 07. Free education for dependants 08. Maternal leave 09. Safety 10. Terminal benefits 11. Any other (specify)  1=Yes all, 2=Yes partially 3=No	01. <input type="checkbox"/> 02. <input type="checkbox"/> 03. <input type="checkbox"/> 04. <input type="checkbox"/> 05. <input type="checkbox"/> 06. <input type="checkbox"/> 07. <input type="checkbox"/> 08. <input type="checkbox"/> 09. <input type="checkbox"/> 10. <input type="checkbox"/> 11. <input type="checkbox"/>	
M52:E090 (option)	How often does your salary get increased?	7. Every year 8. Once every three years 9. Once over three years 10. No increase 11. Does n't know	<input type="checkbox"/>	If 4 or 5; go to F010
M52:E091 (option)	Is your salary annually adjusted for inflation?	1. Yes, always 2. Yes, sometimes 3. No 4. Don't know	<input type="checkbox"/>	

#### SECTION F. LABOUR RIGHTS AND RELATED ISSUES

No.	Question	Answers	Code	Go to
M52:F010	Are you a member of any trade union or any other collective bargaining association?	1. Yes 2. No	<input type="checkbox"/>	If 1 ➔ F030
M52:F020	If No, why ?	1. Employer does not allow 2. I do not know any union 3. Unions do not help 4. Other (specify)	<input type="checkbox"/>	➔ F031
M52:F030	In which kind of organisation are you a member  (multiple answers possible)	1. Welfare 2. Professional 3. Cooperative 4. Others (specify) 5. None	1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> <input type="checkbox"/>	
M52:F031	Is your employer contributing regularly to the social security fund for you?	1. Yes 2. Non 3. Don't know	<input type="checkbox"/>	

## **SECTION G. CHALLENGES AT WORKPLACE**

N°	Question	Answers	Code	Go to
M52:G010	<p><b>Do you face any of the following challenges at work?</b> (Mult. answers,)</p> <p><b>(Read all and Ask each then respond by 1=Yes or 2=No)</b></p>	<p>01. Verbal abuse 02. Physical abuse 03. Sexual harassment 04. Neglect 05. Non payment of salary 06. Non payment of other benefits 07. Delayed payments of salary 08. Delayed payments of benefits 09. Underpayment of salary 10. Fatigue 11. Excess workload/hours 12. Dependants 13. Discrimination (specify) 14. Other (specify)</p> <p><b>1=Yes                    2=No</b></p>	<p>1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/> 8. <input type="text"/> 9. <input type="text"/> 10. <input type="text"/> 11. <input type="text"/> 12. <input type="text"/> 13. <input type="text"/> 14. <input type="text"/> 15. <input type="text"/></p> <p>.....</p>	If 2 to all → H010
M52:G020	<p><b>How do you react to such challenges / problems?</b> (multiple answers possible, rank three most important)</p>	<p>01. Inform HR management 02. Take painkillers 03. Talk to family members 04. Talk to supervisor 05. Inform police/lawyers 06. Inform manager/directors 07. Talk to friend 08. Ignore them 10. Ombudsman 12. Other (specify)</p>	<p>1st <input type="text"/> 2nd. <input type="text"/> 3rd. <input type="text"/></p> <p>.....</p>	

## **SECTION H. GENDER**

No.	Question	Answers	Code	Go to
M52:H010	Does your organization have a gender policy?	1.Yes 2. No 3 .Don't know	<input type="checkbox"/>	
M52:H020	Does your organisation practice any form of preferential treatment due to sex?	1.Yes 2. No 3 .Don't know	<input type="checkbox"/>	If 2 or 3 → H040
M52:H030	Does this practice involve the following policy?  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes 2=No or 3=Don't know)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 5. Maternity leave / partenity 6. Differential retirement age 7. Preferential payment 8. Others (specify)  1=Yes 2=No 3=Don't know	1. 2. 3. 4. 5. 6. 7. 8.  .....	

<b>M52:H040</b>	<b>In your opinion should any/your establishment have the following policy?</b>  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 5. Maternity leave / partenity 6. Differential retirement age 7. Preferential payment 8. Others (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/>	
		1=Yes or 2=No	.....	

## SECTION I. USE OF ICT

No.	Question	Answers	Code	Go to
<b>M52:I010</b>	<b>Has your organization introduced the use of ICT?</b>	1. Yes 2. No	<input type="checkbox"/>	If 2 ➔ J010
<b>M52:I020</b>	<b>Please indicate where it is being used for the following activities.</b>  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Production 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Budgeting 8. Recruitment 7. Others (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 8. <input type="checkbox"/> 7. <input type="checkbox"/>	
		1=Yes      2=No	.....	
<b>M52:I030</b>	<b>In your opinion how has the use of modern technology and ICT affected the following?</b>  <b>1=Increased/improved</b> <b>2=Decreased</b> <b>3=No effect</b> <b>0=Don't know</b> <b>4=Not applicable</b>	1. Production 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Budgeting 8. Recruitment 7. Others (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 8. <input type="checkbox"/> 7. <input type="checkbox"/>	
		.....		
<b>M52:I040</b>	<b>In your establishment do you personally have access to the following?</b>  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Individual Computer 2. Shared computer 3. Private access to email 4. Common access to email 5. Access to internet 6. Others (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/>	
		1=Yes      2=No	.....	
<b>M52:I050</b>	<b>In your day to day work do you need the following to perform your duties?</b>  (Mult. answers,)  (Read all and Ask each then respond by 1=Yes or 2=No)	1. Individual Computer 2. Shared computer 3. Private access to email 4. Common access to email 5. Access to internet 6. Others (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/>	If 2 to all ➔ J010
		1=Yes      2=No	.....	

M52:I060 (option)	Do you feel properly equipped to make full use of the potential of ICT?	5. Yes 6. No, lack of skills 7. No, lack of enough equipment 8. No,lack of skills and equipment	<input type="checkbox"/>	
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#### SECTION J. EARNINGS

No.	Question	Answers	Code	Go to
M52:J010	What is your monthly gross earnings including allowances?	(Please record "0" if you don't get any payment). Record in FRW)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	If 0 → J030
M52:J011 (option)	What is your monthly net earnings?		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
M52:J020	What is the mode of your mounthly salary payment?	1. Paid to me directly/my bank 2. Paid to my spouse 3. Paid to my relatives 4. Paid to employment agent 5. Paid to school/TVET institute 6. Others (specify) .....	<input type="checkbox"/>	
M52:J030	Do you have another occupation / job?	1. No 2. Yes, another employment 3. Yes, another business (self-empl.) 4. Yes, farming	<input type="checkbox"/>	If 2 → K010
M52:J040	If yes, what kind of occupation / job	..... ..... .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCO Code for Office use
M52:J050 (option)	What is your average annual gross income from all additional job(s)?	(Record in FRW)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

#### SECTION K. HIV/AIDS AT WORKPLACE

No.	Question	Answers	Code	Go to
M52:K010	Do you have an HIV / AIDS policy at your workplace?	1. Yes 2. No 3. Don't know	<input type="checkbox"/>	If 2 or 3 → N020
M52:K010	Does the HIV and AIDS work-place policy entail/contain.....  (Mult. answers,) (Read all and Ask each then respond by 1=Yes 2=No or 3=Don't know)	1.VCT services 2.Free ARVs for HIV+ workers 3.Free condom distribution 4.Free food for HIV+ workers 6.Others (specify)  1=Yes      2=No .....	1. 2. 3. 4. 5. 6. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

#### SECTION N. JOB SEARCH AND CANDIDATE PREFERENCES (option)

No.	Question	Answers	Code	Go to
M52:N020	Are you currently looking for a different job?	1. Yes 2. No	<input type="checkbox"/>	If 2 → N050
M52:N030	If Yes, which occupations are you targeting? (Multiple answers possible, list up to two)	1. .... 2. ....	1. 2. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	ISCO Codes for office use

M52:N040	<b>How do you search for jobs?</b>  (Multiple answers possible ,rank 3 most important )	1. Word of mouth/family/friends 2. Unsolicited / passing-by 3. Internet, media 4. LMIS 5. Job agents / bureaus 6. Training institutions 7. Other (specify)	1. 2. 3. 4. 5. 6. 7. .....	
M52:N050	<b>Are you willing to move away from your current place of residence for a different job ?</b>	1. Yes 2. No	<input type="checkbox"/>	If,2→ N080
M52:N060	<b>Why are you willing to move?</b>	6. Better salary/ rel benefits 7. Better working conditions 8. Exposure 9. Security 10. Other(specify)	<input type="checkbox"/>	
M52:N070	<b>Where do you want to move to?</b>	1. within Rwanda 2. Other EAC countries 3. Other African counties/Rest of Africa 4. Out of Africa 5. Anywhere	<input type="checkbox"/>	If 1 or 2 to <b>M2:N081</b>  If 3, 4 and 5→End
M52:N080	<b>If you are not willing to move, please indicate why</b>  (Mult. answers,) <b>(Read all and Rank 3 most important)</b>	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1. 2. 3. .....	<b>End of interview</b>
M52:N081	<b>If you onlywant to move within Rwanda or only within EAC, please indicate why</b>  (Mult. answers,) <b>(Read all and Rank 3 most important)</b>	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1. 2. 3. .....	

**END OF INTERVIEW**

**THANK YOU**